



**Minutes of the Full Council meeting held in the
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX
at 7.33pm on Thursday 15 December 2022**

392-2022 - Present

Councillors:

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

Officers of the Council:

Mrs G White – Clerk to the Council
Mrs V Fear – Assistant Clerk

Members of the public:

No members of the public were present.

393-2022 - Apologies and reason for absence

Apologies were received from Borough Cllr B McShee and County Cllr K Witham.

394-2022 - Public participation session

No members of the public were present.

395-2022 - 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.

396-2022 - Amendments to the Register of Interests

No declarations were made.

397-2022 - To receive and consider written requests for new DPI dispensations if any

No requests were received.

398-2022 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

399-2022 - Declaration of gifts or hospitality over £50

No declarations were made.

400-2022 - Borough Councillor's report

Cllr B McShee had provided the following written report, which had been circulated to the Members via email in advance of the meeting:

- 1. Christmas bin collections:** there will be no garden waste collections for the two weeks between the 26th of December and the 6th of January.
- 2. New exhibition at the Guildford Museum:** there will be a new exhibition at the Guildford Museum called "Football, stories from the beautiful game in Guildford and beyond". Go along to discover stories about the game in Guildford, Surrey and beyond and have a go at designing your own football kit. The museum is open Wednesday to Saturday, 12 noon until 4:30 pm.
- 3. Household Support Fund:** applications for the household support scheme are now open until the 31st of March 2023. These funds are available for the most vulnerable families and individuals struggling with the cost of living. Apply online to: community.services@guildford.gov.uk
- 4. Closure of London Road in Burpham to facilitate improved cycle lanes :** London Road in Burpham was due to be closed to all northbound traffic for five months from the 9th of January to enable cycle lanes to be created along this stretch of road between the AA roundabout and junction near Kingsmead Parade. Due to a lack of consultation, the planned closure of London Road, Burpham in January has now been postponed by Surrey County Council.

401-2022 - County Councillor's report

Cllr K Witham had provided a written report, which had been circulated to the Members via email in advance of the meeting:

The topics covered included:

- Surrey County Council's Highways Depot activities
 - The Worplesdon Flood Forum
 - The Army Training Centre, Pirbright
- Surrey County Council's Draft Budget 2023/24 - Surrey County Council's bus services survey
<https://www.surreysays.co.uk/environment-and-infrastructure/future-bus-network-consultation/> - bus routes 17 (through Wood Street Village) and 538 (Jacobs Well to Sainsburys) are likely to be affected.

402-2022 - Minutes of the previous meetings:

It was proposed by Cllr M Fance, seconded by Cllr D Bird, and **RESOLVED** that the minutes of the Full Council meeting held 3 November 2022 be approved and signed by the Chairman as a true record.

It was proposed by Cllr G Adam, seconded by Cllr M Price, and **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 24 November 2022 be approved and signed by the Chairman as a true record.

403-2022 - Finance:

- a) Proposed list of payments to be tabled at the meeting for approval**

The payment list was presented to the meeting. It was proposed by Cllr M Fance, seconded by Cllr B Ahier, and unanimously **RESOLVED** that payments to the value of £27,898.93 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

Table 1: Proposed list of payments 15.12.2022

Code	Date	Description	Supplier	Net	VAT	Total
IT budget	30/11/2022	Finance Officer's Mobile Phone	Mrs V Fear - Argos	66.66	13.33	79.99
Establishment Charges	30/11/2022	Stationery	Mrs V C Fear - Amazon Services Europe S.a.r.L.	2.48	0.50	2.98
IT budget	30/11/2022	Mobile phone protection (case and screen cover)	Mrs V Fear - Techgear Solutions Direct Limited	2.46	0.49	2.95
Staff Costs	25/11/2022	Salary & Backdated Pay/ Mileage/ PAYE/ NIC/ Er's & Ee's Pension Conts	Staff Costs	13,767.17	0.00	13,767.17
Chairman's Allowance	25/11/2022	Refreshments - Flood Forum	Tesco	12.05	0.00	12.05
Establishment Charges	28/11/2022	PPE for Groundsman	Workwear Express Ltd	25.55	5.11	30.66
IT budget	02/12/2022	BT Business Mobile Broadband	BT PLC	9.00	1.80	10.80
Parish Office	01/12/2022	2nd hand office furniture for Unit 2 Saxton	Surrey Office Supplies	100.00	20.00	120.00
Establishment Charges	07/12/2022	SLCC Membership GW 2023	SLCC	392.00	0.00	392.00
Donations	07/12/2022	Donation 2022/2023	Crimestoppers	50.00	0.00	50.00
Community Car Park	02/12/2022	Business rates - Parish Office & Community Carpark	Guildford Borough Council	101.48	0.00	101.48
Parish Office	02/12/2022	Business rates - Parish Office & Community Carpark	Guildford Borough Council	847.52	0.00	847.52
Parish Office	24/11/2022	Annual gas safety check and boiler service	TA Pearson Plumbing & Heating	110.00	22.00	132.00
Revenue Costs Works Vehicle	24/11/2022	MOT test for works van	Central Auto Repair Services	54.00	0.00	54.00
IT budget	11/12/2022	External back-up	RISC IT	32.00	6.40	38.40
Land Management	07/12/2022	Hire of storage container MW - December 22	Activate Learning	70.00	0.00	70.00
Land Management	07/12/2022	Flail cutting - White Hart Lane	Stephen Gunner	200.00	0.00	200.00
Land Management	07/12/2022	Hire of storage container MW - November 22	Activate Learning	70.00	0.00	70.00
Establishment Charges	23/11/2022	PPE for Groundsman	Workwear Express Ltd	49.55	9.91	59.46
Land Management	29/11/2022	Materials	B&Q	4.27	0.86	5.13
Land Management	05/12/2022	Materials	B&Q	2.44	0.49	2.93
Revenue Costs Works Vehicle	28/11/2022	Fuel for works van	MFG Woodbridge Hill	46.25	9.25	55.50
Land Management	30/11/2022	Materials	B&Q	2.57	0.51	3.08
Land Management	29/11/2022	Materials	B&Q	9.70	1.94	11.64
PC Grant Aid to Wards	30/11/2022	Grant - Centenary Clock & Book	Worplesdon Memorial Trustees	500.00	0.00	500.00
IT budget	23/11/2022	Halo for business 1 - ultrafast 2 & value line	BT PLC	48.95	9.79	58.74
Parish Office	07/11/2022	Electricity - 2 Saxton - November 2022	EDF Energy Ltd	285.71	14.29	300.00
IT budget	17/11/2022	Subscription - November 2022	Adobe	12.64	2.53	15.17
Parish Office	22/11/2022	Sneeze Guard	Amazon Services Europe S.a.r.L	102.50	20.50	123.00
Establishment Charges	23/11/2022	PPE for Groundsman	Costco	14.98	3.00	17.98
Revenue Costs Works Vehicle	09/11/2022	Fuel for works van	Shell Stoughton	51.44	10.29	61.73
Playground Repairs	14/12/2022	Inspection of the Typhoon WMG	Hags-SMP Ltd	425.00	85.00	510.00
Establishment Charges	14/12/2022	Stationery	Caboodle	37.71	7.54	45.25

Code	Date	Description	Supplier	Net	VAT	Total
Land Management	14/12/2022	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	30.92	6.18	37.10
Playground Repairs	14/12/2022	Quarterly playground inspections	Dick Randall Services Ltd	225.00	45.00	270.00
Contingency Fund	14/12/2022	Repair damaged knee rail fencing - Holly Lane	T J Hunt (Contracting) Ltd	1,145.00	229.00	1,374.00
Parish Office	14/12/2022	Rent 25.12.2022 to 24.03.2023 + Quarterly Service Charge	TL Fund	6,922.68	1,384.54	8,307.22
Establishment Charges	14/12/2022	TV License	TV Licensing	159.00	0.00	159.00
Total				25,988.68	1,910.25	27,898.93

b) To review the following policies/procedures ahead of approving the 2023/2024 budget

The following policies/procedures had been circulated via email in advance of the meeting:

- Use of Reserves Policy
- Financial Risk Assessment
- Explanation - What is the 'Precept'?
- Financial Regulations taking into account the advice of the Internal Auditor.
- Business Plan

No changes were proposed to the Reserves Policy, Financial Risk Assessment, Precept Explanation, or the Business Plan. The Chairman and RFO had proposed a number of changes to the Financial Regulations based on the Internal Auditor's advice. The Chairman ran through the proposed changes, in detail.

It was proposed by Cllr G Adam, seconded by Cllr M Fance and unanimously **RESOLVED** that, for Business Continuity purposes, the Assistant Clerk and Finance Officer would both be issued with debit cards (with no facility to withdraw cash), and that the Finance Officer would be added as a signatory with the Co-operative Bank account to enable both the RFO and FO to be able to make routine online transactions from this account.

The possible introduction of dual authentication measures to be considered in due course.

c) Budget for 2023/2024

A copy of the draft budget (with a one-year forecast) and details of the Band D rating for 2023/2024 were tabled for consideration.

It was **RESOLVED** that, owing to the current cost of living crisis, it was not appropriate to carry out a three-year forecast - contrary to para 3.2 of the Council's Financial Regulations – as it is impossible to predict the RPI in three years' time.

The Chairman made a number of suggested changes for the Council's consideration:

- Contingency Fund – Increase by 5% (£400)
- Add a budget line for Councillor's Allowances – as an aide memoir (proposed budget for 2023/2024 zero)
- Crimestoppers donation – Increase to £100
- Tree Surgery – Decrease by £200 to £18,000
- S137 – Increase to £1,000
- Earmarked Reserves – The negative Earmarked Reserve of £80 will be resolved by virtue of tonight's recommended virements.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr P Cragg, and unanimously **RESOLVED** that the Chairman's suggestions be accepted, and the budget be increased to £304,325 - representing a

budgetary increase of 9.9%. As the tax base has increased due to a number of new developments within the parish and it was proposed that working balances be used, this would result in a 'Band D rating' increase of 5.84%, representing an annual Band D cost of £83.67 per household for the financial year 2023/24. The Members felt that, in light of the cost-of-living crisis, it would be unreasonable to increase the Band D rating beyond £0.46 per month per Band D property.

Appendix 1: Breakdown of the precept

d) Interim Internal Audit undertaken 16 November 2022

Cllr N Mitchell and the RFO had been present at the Interim Internal Audit. A copy of the Internal Auditor's report had been circulated to all Members via email in advance of the meeting.

Executive summary

Following completion of our interim internal audit on 16 November 2022 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Worplesdon Parish Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co. We confirm we are independent from the management of the financial controls and procedures of the council and neither the internal auditor or the firm have any conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Your auditor has over 30 years' experience in the financial sector with the last 12 years specialising in local government.

Engagement Letter

An engagement letter was previously issued to the council covering the 2022/23 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

Table 2: Control Assertions for the Annual Governance and Accountability Review (AGAR)

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	√		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	√		

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	√		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	√		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	√		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			√
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	√		
H	Asset and investments registers were complete and accurate and properly maintained.	√		
I	Periodic bank account reconciliations were properly carried out during the year.	√		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	√		
K	If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			√
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			√
M	The authority, during the previous year (2021-22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	√		
N	The authority has complied with the publication requirements for 2021/22 AGAR.	√		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			√

Following discussion, it was proposed by Cllr M Fance, seconded by Cllr D Bird and unanimously **RESOLVED** that the Internal Audit Report be approved and accepted.

e) Bank reconciliations for October and November 2022

The Responsible Financial Officer (RFO)/Finance Officer (FO) had prepared the bank reconciliations for October and November 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 P Cragg, and **RESOLVED** that the bank reconciliations be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendices 3 and 4 – October and November 2022 bank reconciliations

f) Monthly budget reports for October and November 2022

The RFO/FO had prepared the budget reports for October and November 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 Price, seconded by Cllr J Snowball, and **RESOLVED** that the budget reports be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendices 5 and 6 – October and November 2022 budget reports

g) Virements

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

- Vire £800 from Contingency Fund to Christmas lights
- Vire £200 from Training to Staff Mileage
- Vire £300 from Contingency Fund to Tree Succession Planting
- Vire £400 from Contingency Fund to Ward Improvements
- Vire £80 from Car Park Maintenance to Earmarked Car Park Maintenance

h) Christmas lights Perry Hill Green

For H&S reasons, several trees on the Green had to be felled/cut back; consequently, it had not been possible to illuminate seven trees on Perry Hill Green this year. In order to illuminate the remaining four trees, the contractor had advised that it would be necessary to dig a trench, lay armoured cable, reconnect to the existing electrical supply, and rewrap the lights in the trees. Anticipated cost £4,000 & VAT.

Whilst the Members were disappointed that the contractors had not raised this matter in good time to enable the Parish Council to take action in time for Christmas, it was proposed by Cllr D Bird, seconded by Cllr G Adam, and unanimously **RESOLVED** that a meeting be called with all interested parties in February 2023 with a view to ensuring that all the trees can be illuminated for Christmas 2023. If necessary, the budget for the anticipated Heritage Trails could be used to cover the costs.

In the meantime, the Parish Council would attempt to find a local sponsor to cover the cost of the additional works.

i) Appointment of the External Auditor for the five-year period 2022/23 – 2026/27

PKF Littlejohn LLP have been reappointed to carry out the External Audits for the next five years (for information only).

The NALC (National Association of Local Councils) model Standing Orders were updated in April 2022. Standing Order no. 18, relating to the Accounts and Accounting Statements, had been completely revised.

The model Standing Orders had been circulated via email to all Members in advance of the meeting. It was proposed by Cllr M Fance, seconded by Cllr J Snowball, and unanimously **RESOLVED** that the new model standing order, as recommended by NALC would be adopted in its entirety.

405-2022 - Investment Policy

Following the Internal Audit, the Internal Auditor had recommended updating the Council's Investment Policy and had provided a draft policy for the Council's consideration, which had been circulated to all Members via email in advance of the meeting.

Following discussion, it was proposed by Cllr P Cragg, seconded by Cllr T Wright, and unanimously **RESOLVED** that the Parish Council adopt the draft investment policy as provided by Andy Beams and circulated to the Members.

Appendix 7 - Investment Policy 2023.

406-2022 - GDPR (General Data Protection Regulation) training

Details of the GDPR training had been circulated to all Members. All Members and staff are required to undertake this annual training by the end of January 2023 at the very latest.

407-2022 - GDPR - Annual Councillor Attestations

Following the online GDPR training, all Members are required to complete and submit their attestation form to the Clerk to the Council.

408-2022 - Request from a local resident for trees to be planted in the verge at Perry Hill

A resident of Perry Hill had requested the Parish Council's support for two trees to be planted, one in each of the grass verges leading into the service road near St Mary's Gardens.

Members considered the request but concluded that given the number of utility services in this location, the lack of ongoing maintenance by Surrey County Council once trees are planted, and the damage caused to the existing tree during the recent emergency works carried out by Affinity Water's contractors it would be inappropriate for any additional trees to be planted at these locations.

It was proposed by Cllr M Fance, seconded by Cllr J Messinger, and unanimously **RESOLVED** that the resident be advised the Parish Council would not support the request, albeit residents are at liberty to directly approach Surrey County Council, who may make a different decision.

409-2022 - Land Management 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:

- Planted the commemorative liquidambar 'Worplesdon' tree for Mr Graham Newbery, and erected the tree guard and associated plaque, adjacent to Wood Street Village Pond. The tree, tree guard, and plaque were all paid for by Mr Newbery's family. This tree replaced one which had to be removed following the annual tree report findings.

- Undertaken minor tree works as highlighted in the annual tree survey report – such as removing ivy and dying/diseased/dangerous small trees/branches.
- Damaged and frosted Perspex removed from the bus shelter at Perry Hill Green and replaced with wood panels.
- New Wood Street Village Community Car Park bollard treated with wood treatment.
- Noticeboard stay reattached to Broadacres noticeboard.
- Worplesdon Parish Council noticeboards cleaned inside and out – Perspex and frames.
- Strimmed around Worplesdon Play Area, Fairlands Play Area, and Jacobs Well Play Area.
- Strimmed at Harry's Meadow.
- Blown and swept leaves and grass cuttings off play surfaces.
- Cleaned multiple dirty road signs along Aldershot Road.
- Fixed the damaged bridleway sign at Pitch Place.
- Procured hazard tape for use by all officers.
- Reported numerous fly tips on Pinks Hill, behind Wood Street Infant School to SCC.
- Removed graffiti from the Kompan play equipment at Fairlands Play Area.
- Cleaned signs around Jacobs Well Recreation Ground.
- Erected second noticeboard stays to double protection in high winds.
- Replaced a vandalised bench slat at Fairlands Avenue, near the shops.
- Dug out the ditch at Coombe Lane.
- Removed brambles encroaching the footpath on Roman Farm Road.
- Unblocked the outflow at Wood Street Village Pond repeatedly during the periods of heavy rainfall in October and November. Over-topping was causing a hazard on the neighbouring highway.
- Visited known flooding hotspots to take photos for inclusion in Flood Forum slides.
- Erected Armistice Day event posters around Jacobs Well.
- Mowed and tidied the war memorial at Queenhythe Road, Jacobs Well.
- Laid wreaths at St Albans, Wood Street Village and the war memorial on Merrist Wood Golf Course.
- Tested a commemorative beacon, and dropped the beacon, 2 gas bottles, and associated safety fencing to a representative of the WSVa for the Wood Street Village Carol Singing Event on the village Green (to be held 17 December 2022).
- Mowed around play areas (areas which are not included in the grass cutting contract) and certain benches.
- Noted damage to knee rail desire-line fencing outside Merrist Wood College.
- Closed off temporary parking at Jacobs Well Recreation Ground due to vehicles getting stuck in the mud.
- Removed arisings and debris left behind from a motor home which had parked adjacent to Wood Street Village Green for a protracted period of time.
- Reported multiple cases of abandoned NOX cannisters found in various locations in Wood Street Village to Surrey Police.
- Repaired the bench near the tennis courts at Worplesdon Memorial Hall.
- Erected the Christmas banners at locations across the parish.
- Liaised with the Affinity Water contractors who were working to fit a flush-out valve at St Mary's, Worplesdon.
- Taken photos of the damaged caused by flailing at Rickford.
- Repaired Kompan items which were damaged by vandals in the play area at Fairlands.

The Clerk has:

- Reported to SCC again the dangerous damaged pond dipping platforms on Littlefield Common near Fairlands (what3words location: doing.humans.weedy)
- Reported to Guildford Borough Council that the silt at The Pines grille requires removal.
- Given permission for bunting to be affixed to the playground railing (in such a way that it did not present a strangle hazard) for a short period of time during the Worplesdon Memorial Centenary celebrations.
- Attended the Armistice Day service held at the WW1 war memorial bench in Harry's Meadow, Jacobs Well.

- Reported to SCC the damaged caused by flailing at Rickford.
- Ordered and taken delivery of replacement PPE for the Head Groundsman.

The Assistant Clerk has:

- Continued to liaise with the EA (Environment Agency) regarding the elevated water level in Wood Street Village Pond.
- Liaised with the EA regarding the request from the Head Groundsman for a bailiff to check rod licences at Wood Street Village Pond.
- Notified SCC that numerous road signs and associated posts on Holly Lane have fallen and require reinstating.
- Contacted Littlethorpe of Leicester (the bus shelter manufacturers) to report the outstanding issues with the shelters in Jacobs Well.
- Reported the vandalism of tree whips and guards at Harry's Meadow, Jacobs Well to Surrey Police.
- Laid a poppy wreath at the Jacobs Well war memorial on Queenhythe Road.
- Purchased garden waste bags to allow the Groundsman to take arisings to Nevins Copse.
- Reported damaged knee rail fencing at Merrist Wood to Surrey Police and Worplesdon Parish Council's insurers.
- Reported severe flooding to Surrey County Council, and to Surrey Police (where appropriate).
- Reported graffiti to signage in Fairlands to Surrey Police. Head Groundsman to remove graffiti using specialist wipes.
- Reported an abandoned vehicle to Surrey Police on Aldershot Road, opposite Gravetts Lane.
- Liaised with SCC regarding the works undertaken by Affinity Water at the flooding hotspot of St Mary's, Worplesdon.

Contractors have:

- Removed a tree which was blocking the brook at Jacobs Well, Brookside to prevent flooding to properties.
- Flailed the vegetation along White Hart Lane.
- Undertaken a high-level operational inspection of the Typhoon equipment at the Worplesdon Memorial Play Area.
- Delivered the commemorative tree for Mr G Newbery.
- Fitted tree guards to the two new Worplesdon trees at Perry Hill Green.
- Fixed the knee-rail fencing outside Merrist Wood College (through the insurance policy).

Work agreed with contractors/volunteers:

- Bench in Fairlands play area to be replaced.
- 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.
- Repairs to the Typhoon (at Worplesdon Play Area) to be undertaken.

Quotations obtained for:

- Replacement posts to be installed at Perry Hill Green [awaiting DigDat utilities data].
- Replacement barrier ('white gate') for White House Lane.
- Repairs to wet pour at Worplesdon Memorial play area.

Quotations required for:

- Replacement bench for Aldershot Road, near Gravetts Lane.
- Removal through hand-pulling of bullrushes and crassula from White House Pond, Jacobs Well.

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 bench slat at Perry Hill Green requires replacement.

- Assistant Clerk and Head Groundsman to create an inventory of items stored in the shipping container.
- 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 observed that the chain on the gate adjacent to the gas unit at Broad Street had not been appropriately resecured following works by Thames Water. The Assistant Clerk contacted Thames Water to ensure that they were aware of the issue, and the Head Groundsman resecured the chain and padlock.
- The Head Groundsman noted that the gate directly adjacent to Broad Street Common grille had been broken (what3words: views.storms.needed).
- The Head Groundsman reported that a bench had been vandalised at Worplesdon Play Area.
- The Head Groundsman reported that there were issues with two new bus shelters at Jacobs Well: one is leaning, and the other showed signs of slat slippage. The Assistant Clerk to revert to the bus shelter manufacturers.
- The Head Groundsman noted the vandalism of tree whips and guards at Harry's Meadow, Jacobs Well.
- The Head Groundsman retrieved a large (7' x 3') road sign which had been stolen from Wanborough and dumped on Whitmoor Common. This was returned to SCC however could not be reused due to the damage which the sign had sustained.
- The Head Groundsman found drug paraphernalia on a bench on Holly Lane, which he then passed to two Police Officers at Fairlands.
- The Head Groundsman identified an exposed electrical cable in the newly re-dug ditch on the Cooper's Yard bend on Frog Grove Lane. This needs to be reported to SCC.
- The Head Groundsman highlighted that the pond neighbouring the new semi-detached properties on Keens Lane has over flowed, and is running down the bridleway and footpath (Chitty's Common). This was reported to SCC by the Clerk. The pipe was subsequently jetted, and the obstruction cleared.
- The Clerk noted that new residents of a property in Coombe Lane had extended a seating area over a watercourse between their property and the fence belonging to the neighbouring property. This matter has been reported to SCC.

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

Weekly Reports

Worplesdon, Jacobs Well, and Fairlands play areas, the Husson Breeze and community car park at Wood Street, were checked on 26.09.22, 03.10.22, 10.10.22, 17.10.22, 24.10.22, 31.10.22, 07.11.22, 14.11.22, 21.11.22, 22.11.22, 28.11.22, 29.11.22, 05.12.22, 06.12.22, and 12.12.22. 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:

- Re-filled the gap between the new dipping platforms and the existing pond banking, as the soil has subsided, and the significant rainfall has washed some soil away. This will continue to be regularly monitored.
- Provided clear instructions to accompany the beacon for safe use by the WSVA.

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. Following the public consultation event that took place on 30.08.2022, the Council decided that the goal posts should remain in their staggered positions. If the goalposts are moved again, the Council will make a decision on their future.

Groundsman's/Clerk's Observations:

- The Head Groundsman highlighted his concerns about an ash tree overhanging Worplesdon Memorial Play Area, which have been highlighted to the Trustees of the Memorial Hall and Grounds.
- The Head Groundsman has noted an electricity cable running the full length of a boundary fence, overhanging the neighbouring common land, near Wood Street Community Car Park. This item is to be reported to SCC.

Monthly Health and Safety Report:

The monthly inspections were undertaken on 26.09.22, 20.10.22, 24.10.22, 15.11.22 and 17.11.22.

Completed works:

- The Groundsman has removed more molehills which were a trip hazard at Fairlands play area.

Contractors have:

- Undertaken a high-level operational inspection of the Typhoon at Worplesdon play area. Remedial works are required. The quote for this work has been accepted and the date for these works is awaited.

Quotations have been sought for:

- Repairing the wet pour at Worplesdon play area which is now categorised as a trip hazard.

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.

410-2022 - Proposed road name for the new development off School Lane, Perry Hill

Guildford Borough Council consulted on the proposed name for the new development off School Lane being 'Bluebell Rise'. The developer chose the name as there are lots of bluebells that bloom in the adjacent Ancient Woodland every Spring.

Whilst the Members had no objection to this name, in principle, the Parish Council has an unwritten policy of naming new developments after those who fell in both world wars.

Members considered linking the new development to Perry Hill School by suggesting the name Webber after the Headteacher of Perry Hill School during WW1. Other names put forward due to their historic link to Perry Hill were Ellis, Heather, and Philips.

Following a lengthy discussion, the street names Webber Lane or Betram Ellis Lane were suggested.

Bertram Edward Ellis RFA – 125th Brigade 37 division GNR - attended Perry Hill School and lived and worked locally until becoming a soldier. He was killed in the trenches in 1917 and his death was recorded by the Headteacher in the school ledger.

A recorded vote took place:

Betram Ellis Avenue - For Cllr M Fance, Cllr T Wright, Cllr D Bird, Cllr M Price, Cllr N Mitchell, Cllr B Ahier, Cllr J Snowball, Cllr G Adam, Cllr J Messinger, and Cllr P Cragg.

Webber Lane - For Cllr B Nagle, and Cllr C Riley.

It was agreed that the Parish Council would, therefore, request the development be called Bertram Ellis Lane.

411-2022 - Stringer's Common - Proposed applications for (1) the deregistration and exchange of common land under s16 of the Commons Act 2006 and (2) consent to carry out restricted works on common land under s28 of the Commons Act 2006. Deadline for comments 16 December 2022

A number of parish councillors had attended the recent public consultation session, as a result of which it was perceived that residents did not appear to have an issue, in principle, with the exchange of common land, nevertheless, both the Members and local residents remained sceptical about the effectiveness of the proposed highway changes, which includes removing the roundabout at Woodlands Road and replacing it with four-way traffic lights.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr M Price, and unanimously **RESOLVED** that the Parish Council respond to the initial consultation as follows:

- Worplesdon Parish Council has no objection to the transfer of common land but does have concerns relating to the proposed traffic management.

At 21:27 the meeting was adjourned for five minutes.

Meeting reconvened 21:32.

412-2022 - Speed reduction - Jacobs Well Road

Due to the consultation deadline, the Parish Council's support for the speed reduction had already had to be submitted to Surrey County Council.

Nonetheless, it was proposed by Cllr J Messinger, seconded by Cllr J Snowball, and unanimously **RESOLVED** that the decision to support the proposal to reduce the 40mph section of Jacobs Well Road to 30mph be ratified.

413-2022 - Speeding issues across the parish

Speed Data Recorder evidence obtained for the following sites:

- Aldershot Road
- Worplesdon Road
- Broad Street
- Jacobs Well Road
- Clay Lane.

Community Speed Watch data gained from seven sites:

- Worplesdon Road
- Aldershot Road
- Broad Street
- Frog Grove Lane
- Clay Lane

- Jacobs Well Road
- Oak Hill

Cllr N Mitchell thanked all of the Community Speedwatch volunteers for their assistance during the year and advised that evidence of consistent speeding at the majority of the sites can now be clearly demonstrated (with the exception of Worplesdon Road). It was agreed that a meeting be set up at the earliest opportunity between Angela Richardson MP, Cllr K Witham, Surrey Police Casualty Reduction Officer - PC Ollie Creighton, Soe Hein - Surrey County Council, and Peter Harris - Surrey County Council to establish what the County Council and Surrey Police can do to reduce the speeding issue at each of the locations, where speeding (traffic travelling above the 85% percentile) has been proven.

For information, traffic surveys are also being undertaken in Holly Lane and Goose Rye Road.

414-2022 - Temporary parking Jacobs Well Recreation Ground

Due to the wet conditions the temporary parking area had become a quagmire and several vehicles had had to be towed out. The Clerk to the Council had therefore instructed the Head Groundsman to close off the temporary parking area given the issues being experienced. This decision was duly ratified by the Council.

The Clerk advised that, due to time constraints, she had not yet been able to prepare the s38 application but would do so as soon as practicable in the New Year.

415-2022 - Planning Applications for consideration:

Planning Application No: [22/P/01694](#) - Land North of Keens Lane and Tangley Lane, Worplesdon, Guildford - Advertisement Consent for an advertisement board.

RESOLVED: that the Parish Council object to the positioning of the advertising sign which, in the Members' view, should be located at the eastern end of Keens Lane closer to the site entrance.

Planning Application No: [22/P/01757](#) - Gravetts Lane Stables, Tangley Lane, Worplesdon, Guildford, GU3 3JY Demolition and replacement of Gravetts Lane Stables with ten residential units with associated parking and amenity space.

For information only: Due to the number of objections submitted to Guildford Borough Council, this application will be considered by the Borough Council's Planning Committee.

Planning Application No: [22/P/01856](#) - Silverbirch House Care Home, 19 Tovey Green, Guildford - Advertising consent for the installation of two externally illuminated static single sided post direction signs, one fascia sign and one externally illuminated static wall mounted entrance sign.

RESOLVED: leave to planners.

Planning Application No: [22/P/01884](#) - 13 Envis Way, Fairlands, Guildford, GU3 3NH - Loft conversion including alterations to the roof and a rear dormer window.

RESOLVED: that the Parish Council object to this planning application on the grounds that the proposed extension would result in an unbalanced, bulky, and overly dominant roof line, which will be out of keeping with the existing street scene.

Planning Application No: [22/P/01862](#) - 9 Oak Tree Close, Jacobs Well, Guildford, GU4 7PU - Proposed first floor side extension and single storey rear extension following demolition of existing conservatory.

RESOLVED: leave to planners.

Planning Application No: 22/P/01903 – Roughwood, 30A Liddington New Road, Guildford, GU3 3AH -

Proposed rear extension, loft conversion to habitable accommodation with increase in roof height and insertion of rooflights, partial, conversion of garage.

RESOLVED: leave to planners.

Planning Application: Land to the northeast of Slyfield Industrial Estate, Moorfield Road, Guildford GU1 1RR - Details of a construction, surface water and wastewater management plan pursuant to Condition 19 of planning permission ref: GU22/CON/00006 dated 10 November 2022.

<http://planning.surreycc.gov.uk/planappdisp.aspx?AppNo=SCC%20Ref%202022/0165>

RESOLVED: leave to specialists.

Planning Application: Land to the northeast of Slyfield Industrial Estate, Moorfield Road, Guildford GU1 1RR Details of a earthworks and piling risk assessment pursuant to condition 26 of planning permission ref: GU22/CON/00006 dated 10 November 2022.

<http://planning.surreycc.gov.uk/planappdisp.aspx?AppNo=SCC%20Ref%202022/0170>

RESOLVED: leave to specialists.

Planning Application: Land to the northeast of Slyfield Industrial Estate, Moorfield Road, Guildford GU1 1RR Details of a Gas and groundwater management plan pursuant to condition 20 of planning permission ref: GU22/CON/00006 dated 10 November 2022.

<http://planning.surreycc.gov.uk/planappdisp.aspx?AppNo=SCC%20Ref%202022/0171>

RESOLVED: leave to specialists.

Planning Application: Land to the northeast of Slyfield Industrial Estate, Moorfield Road, Guildford GU1 1RR - Details of a compaction Monitoring Plan] pursuant to Condition 28 of planning permissions ref: GU22/CON/00006 dated 10 November 2022.

<http://planning.surreycc.gov.uk/planappdisp.aspx?AppNo=SCC%20Ref%202022/0167>

RESOLVED: leave to specialists.

Planning Application: Land to the northeast of Slyfield Industrial Estate, Moorfield Road, Guildford GU1 1RR - Details of Site Waste Management Plan pursuant to Condition 21 of planning permission ref: GU22/CON/00006 dated 10 November 2022

<http://planning.surreycc.gov.uk/planappdisp.aspx?AppNo=SCC%20Ref%202022/0173>

416-2022 - Clerk's Report

- 1. Networking event** – Worplesdon Parish Council hosted a Clerk's Networking event on Wednesday 30 November 2022.
- 2. Finance Officer** - The new part-time Finance Officer commenced employment on 30 November 2022.

417-2022 - Chairman's Report

The Chairman provided the following report:

Final report for 2022, and what a year it has been, and thank you all for your support during the year.

Reporting period 3 November to 14 December 2022

3 November - Led the full council including public presentations from the proposer and residents about the planning application for 116 Oak Hill, thanks to Councillors for allowing the order of the agenda to be adjusted on the evening.

Welcome to Cllr Jonathan Snowball who was co-opted on the evening.

8 November – Community Speed Watch (CSW) at Wood Street Village Pond was cancelled because of the weather conditions.

11 November – Led the Remembrance Ceremony at the Jacobs Well Memorial which was attended by Cllrs Gordon Adam and Jonathan Snowball, Borough Councillors Anne and Bob McShee, the Assistant Clerk Victoria Fear and three residents. A separate commemorative event was held in Harry's Meadow, which was led by Cllr P Cragg.

In the afternoon, attended the rescheduled introduction meeting with Mr Soe Hein SCC Road Safety. Also in attendance were County Councillor Keith Witham, Cllr Bob Hutton from Normandy PC, Cllr Max Godfrey, and Helen Myers (Clerk) of Pirbright PC, Cllr Brigitte Ahier, Gaynor White and Victoria Fear of WPC.

During the meeting Mr Hein stated that SCC no longer use the 85% percentile from Speed Data Recorders to determine the speed limits on stretches of road, preferring to use a higher percentile which was not disclosed [clarification of this statement to be sought].

SCC has an Integrated Traffic Scheme, contact details are to be issued to all three parish councils in attendance.

The majority of questions raised concerned speeding vehicles and methods of reducing speed.

Items of interest for the parish were:

- The timetable for the deployment of the traffic tubes agreed with Cllr Witham, both Normandy and Pirbright considered that they would also benefit from deployments.
- The resurfacing of Keens Lane, which is allegedly the responsibility of the Developer – Taylor Wimpey.
- New lights on Keens Lane, which were not operational. (After being reported to SCC it appears that these are not owned by SCC but owned by a third party. This appears to mean that Taylor Wimpey have installed streetlights on the south side of Keens Lane in the footpath owned by SCC.)
- The bumpy ride along Aldershot Road, which SCC are looking into.
- The pedestrian crossing at the junction of Keens Lane and Worplesdon Road.
- Flooding and the subsequent cutting off of Wood Street Village. This was further discussed at the Flood Forum.
- The continuing use Community Speed Watch and Speed Data Recorders.

Road Racing has been discussed between Cllr Witham and Surrey Police Guildford Borough Divisional Commander.

At the end of the meeting, we were able to show to Bob Hutton a Speed Data Recorder and the data that we receive in partnership from Peter Harris of Surrey County Council.

15 November – A follow up meeting with Bewley Homes to be informed about their approach following the full council presentation on 3 November. A confidential report has been issued to Councillors. There will be an extraordinary meeting in the new year when Bewley will present their revised proposals and Council can consider a suitable response.

16 November – My thanks to Cllr Brigitte Ahier for leading the CSW deployment at 90 Frog Grove Lane, plus volunteers Bill and Gill Ibbs and Rupert Baker. Unfortunately, there were no offences recorded and a minimum number of vehicles passing.

I witnessed the internal audit by Andy Beams of Mulberry & Co.

There were a number of points raised in connection with our Financial and Investment Regulations which will be highlighted during the Council Meeting. I had a follow up meeting with Gaynor White on 2 December to discuss

amendments to the documents. These documents have been circulated for your consideration before the Council Meeting.

21 November – Submitted a written report to FLGCA as I was unable to attend the evening meeting due to poor health.

24 November – Led the CSW at Worplesdon Memorial Hall with the assistance of Cllrs Brigitte Ahier, Mike Price, and Gill Ibbs.

Attended the GP Meeting in the evening and assisted with the management of residents' comments on the planning application for Gravetts Lane Stables.

25 November – Attended the Flood Forum chaired by our MP Angela Richardson. This was the first meeting where the new Audio-Visual equipment was used. Due to some minor issues with the software, we were not quite as co-ordinated as we wished to be. We need to have further test meetings to understand the equipment.

The Flood Forum highlighted a considerable number of issues that SCC have not addressed in the year claiming that flooding of properties was their priority, however we have just had the driest summer since 1976!

There was another joint Flood Forum in Normandy and Pirbright on 2 December chaired by their MP Jonathan Lord based on the model set by WPC.

Work has been ongoing in Perry Hill to stop the flooding onto the A322 Worplesdon Road. However, the final element of the work lies with SCC to deliver.

Riparian ownership letters are to be issued to properties in Rickford.

The flooding of Aldershot Road and Gravetts Lane was high-lighted once again to SCC.

Angela Richardson visited a resident's property in Gravetts Lane, to see for herself the flooding due to overflowing foul sewers after the meeting.

Flooding on the day at Clay Lane was reported by a resident.

30 November – Met and greeted our new Finance Officer, Helen Lawrence

2 December – Led the CSW deployment at Aldershot Road with assistance from Bill and Gill Ibbs. They were both happier that the deployment saw both more vehicles passing during the hour and the number of offences.

In the afternoon had a meeting with the Clerk to discuss amendments to the Financial Regulations to align them with how the Council monitors spending and the use of debit cards.

5 December – Discussed the budget with the Clerk and suggested a few points for consideration by Council at the next meeting. The background to this was the increase in the number of Band D rating.

1. Amended a formula copy and paste error in the staff costs.
2. Suggested that the contingency fund should be increased nominally by 5% in line with the general increase.
3. After the Chairmans Allowance add a nil value item for Councillor Allowance as an aide memoir for future budgets.
4. Increase the payment to Crimestoppers to £100 to reflect the difficult times we are all in at the moment.
5. Reduce the tree surgery figure by £200 to £18,000.
6. Increase the S137 payment to £1,000 – rounding up.
7. Noted that there is a negative earmarked reserve figure, which will be addressed by a virement at the Council Meeting

All the above can be considered by and approved or rejected by Full Council.

7 December – Attended the walk-in session for the application to the secretary of state for the use of common land to facilitate the improvements to the access junction for Slyfield. As with all applications the devil is in the detail. Only on enquiring how the junction was to be improved did the following become clear:

1. The left turn lane on Woking Road from Woking into Slyfield will be extended by 60m.
2. The roundabout on Woking Road at the junction with Woodlands Road and Hazel Avenue will be changed to traffic lights. These will need to be 4-way control to allow left and right turns from each road. The ability to turn right into Jacobs Well Road and use the roundabout to go to Woking will be lost.
3. The width of the road at the junction with Moorfield Road will be widened.
4. The traffic lights from the A3 to those at Moorfield Road will be co-ordinated.

It is my humble opinion that these proposals will result in additional traffic jams and not improve access to the proposed Slyfield development.

8 December – Led the CSW deployment at Clay Lane with assistance from Cllr Terry Wright and Bill Ibbs.

14 December – Led CSW at Douglas Close with assistance from Cllrs Brigitte Ahier, Mike Price and Bill Ibbs.

418-2022 - Items for inclusion on future agendas

The dissolution of the JWRA and how good community communications can be continued in Jacobs Well.

419-2022 - Date of next Full Council meeting – Thursday 12 January 2023 - 19:30

The Chairman wished those present a Merry Christmas and a Happy New Year.

Meeting closed 22:02

Signed:

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Chairman, Worplesdon Parish Council

Date: 12 January 2023