



**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 23 February 2023**

**65-2023 - 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:**

Present:

Mr P Elliott, Mrs L Wright, Ms J Bell, Ms K Cooper.

**66-2023 - Chairman's Announcements**

The Chairman:

1. Thanked Cllr P Cragg for all his chainsaw work and for the significant savings to the taxpayer that resulted from his efforts over a five-year period.
2. Thanked the Clerk for the use of her home to facilitate the Parish Council for nineteen years.
3. Gave the Health and Safety announcements.
4. Reminded all councillors that they are only allowed two comments per agenda item.

**67-2023 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40**

Apologies were received from County Councillor Keith Witham and Borough Councillor Bob McShee.

**68-2023 - Public participation session – 10 minutes**

Mr Elliott and Mrs Wright raised a number of concerns about the proposed solar farm at Blackwell Farm, which included:

- The loss of Grade 2 agricultural land.

- The impact on the AONB<sup>1</sup> and AGLV<sup>2</sup>.
- Loss of wildlife habitat.
- Impact of the widened junction on the A31.
- Impact on the Green Belt.
- Impact on the adjacent ancient woodland.
- Issues with the local rights of way network including bridleways and public footpaths.
- Guildford Borough Council's consultation regarding development in the Green Belt.
- Why can't the University construct solar panels over the existing open car parks and on their existing buildings, as this would comply with Guildford Borough Council's policy to use Brownfield land first?

Ms Bell provided the University's prospective on the proposed solar farm.

- The University is looking towards being Net Zero by 2030.
- The impact of the energy crisis on the cost of utilities, which have risen from £7m per year to £11m per year, and is forecast to rise to £20m per year in 2024.
- How the University can offset its carbon footprint.
- Referenced the University's feasibility study, which advised insufficient supply from building over the car parks.
- The University is putting solar panels on all rooftops, where possible (subject to planning consent).
- The University believes that all of the farm is Grade 3b.
- Across the UK, 0.08% of farmland is now under solar panels.
- By using converting use of the farmland, it will no longer be necessary to use pesticides or fertilizer on the land. This will improve biodiversity, which will be better from an ecological perspective.
- There will be very little traffic once construction is complete. The track will then be used for maintenance vehicles only.
- Additional screening will be provided.

The Chairman thanked all three speakers for addressing the Council.

Ms Cooper then raised her concerns about the impact a pre-school being introduced into Wood Street Infant School is likely to have on her business, as well as the Wood Street Village Cricket Club.

The Chairman thanked Ms Cooper for addressing the Council.

**69-2023 - 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.

**70-2023 - Amendments to the Register of Interests**

Cllr B Ahier declared that she had updated her Register of Interests, a copy of which had been submitted to Guildford Borough Council and uploaded to the Parish Council's website.

**71-2023 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

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<sup>1</sup> Area of Outstanding Natural Beauty

<sup>2</sup> Area of Great Landscape Value

## **72-2023 - Declaration of Non-pecuniary Interests**

Cllr J Messinger declared that she is a Trustee of the SIME Gallery – reference item 21f) of the agenda.

Cllr T Wright declared that he is the Treasurer for the Wood Street Horticultural Society – reference item 18 of the agenda.

## **73-2023 - Declaration of gifts or hospitality over £50**

No declarations were made.

## **74-2023 - 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:

- a) Guildford Borough Council's budget for 2023/2024** - At the February Council meeting, the Borough Council agreed its budget for 2023 to 2024. The deficit for this period is £3 million.

As a result of the budget, the Borough Council's element of Council tax will be increased by 2.99%. This will mean an increase of £0.11 per week for those living in a band D property.

The Borough Council's tenants will see an increase of 5% on their rent, but the Government had set a cap for this year's rent increases permissible up to 7%. Also, there will be an increase of 3% for renting a Council garage.

- b) Crowdfund Guildford** - As ambassadors for Crowdfund Guildford, the Council is pleased to advise that it will be launching its Spring funding round, with pledges up to £10,000 available to make community ideas happen. The £10,000 funding will be available to each project so that we can continue to support community led ideas that help Guildford thrive. If there is a potential community led project in need of funding, please encourage the organisers to find out more about Crowdfund Guildford.

The deadline for applications is 29<sup>th</sup> March.

For more information contact: [spacehive.com/movement/Guildford/news](https://spacehive.com/movement/Guildford/news)

- c) Purple Flag, night-time economy** - Guildford Borough Council has been awarded the prestigious Purple Flag accreditation for our evening and night-time economy.

The Purple Flag aims to raise the standard and the appeal of town and city centres between the hours of 5 pm and 5 am. It is awarded to towns that meet or exceed standards of excellence in managing the evening and night-time economy.

- d) Relocation of Allotments** - The Council organised a drop-in session with allotment holders from the Guildford Allotment Co-operative Society Ltd (GACSL). It also set out the compensation package for those who will be moving as a result of the Weyside Urban Development. Once GACSL decide who is to move where, a team from the GBC Parks and Leisure Team will start working with allotment holders to help them move items to their new plots. Plots at Bellfields need to be vacated by the 6<sup>th</sup> of April 2023 to allow preparation works for the first phase of housing.

- e) **The Late Jen Powell – Freeman of the Borough of Guildford** - A memorial service will be held for Honorary Freeman Councillor Jen Powell on Tuesday, the 21<sup>st</sup> of March 2023 at 11 am at Holy Trinity Church, Guildford.
- f) **King Charles III - Coronation Commemorations** - Residents are being encouraged to apply early if they wish to hold a street party to celebrate the Coronation of King Charles III.

The Coronation Big Lunch aims to bring neighbours together to celebrate as a community. You can sign up for your Big Lunch pack now to receive fun ideas, tips, and advice. If you would like to hold a street party or celebration where you live, to mark this historic occasion, you must apply by the deadline of the 3<sup>rd</sup> of April 2023. This is to make sure your event will be safe, your application processed in time, and that it fulfils the requirements of the Road Traffic Act 1984 regulations.

Further details of events planned across the Borough over the Coronation weekend, and funding for communities will soon be announced on Guildford Borough Council's website.

### **75-2023 - 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 Police - more police in Surrey and a new Chief Constable, Mr Tim De Meyer
- It's Pothole time of year
- Flooding - Advice and help
- More walking and cycling schemes, including Guildford e-bikes
- What is "Social Prescribing"?
- Living well in later life - SCC's plan
- A reminder about the £2 bus fares, available until 31<sup>st</sup> March

Cllr Witham had also offered his assistance with the London Road Travel Scheme should it be required.

### **76-2023 - Public consultation by the governing body of the Federation of Wood Street Infant School and Worplesdon Primary School**

The Council had been advised, via the Assistant Clerk, of a proposal to open a nursery at either Wood Street Infant School or Worplesdon Primary School. The online survey can be accessed via the following link:  
<https://docs.google.com/forms/d/e/1FAIpQLSe-yKjwONnzefMcGMresOtfBDK57JIX8X7Vv9UbbrsMB0-DeQ/viewform>.

A communication had been received from the Head Teacher of Worplesdon Primary School on the afternoon of the meeting, apologising that the Parish Council had not been directly informed about this proposal due to an administrative oversight.

The Chairman read the Head Teacher's email to the meeting.

A lengthy debate then took place, which focused on whether or not there is a demand for additional pre-school places, given the current level of provision within the Parish; as well as the potential impact the proposal could have on the existing service provision, and Wood Street Village Cricket Club, which relies on the income from Wood Street Nursery and Forest School.

Action: It was agreed that the Parish Council call a meeting with the Head Teacher of Worplesdon Primary School at the earliest opportunity to find out more about the proposal, prior to any decisions being taken.

Ms Cooper left the meeting at 19:53.

#### **77-2023 - Planning Applications for consideration:**

**Planning Application No: 22/P/02178 - Land west of Blackwell Farm, Hogs Back, Guildford, GU3 1DG** - The installation of a solar facility comprising ground mounted solar photovoltaic panels and associated infrastructure including inverters, transformers, a GRP switchgear enclosure, fencing, infrared cameras, motion detection system, underground cable connections, access works including new tracks, and landscape planting.

The Chairman advised that a site walkabout had been held last Sunday, kindly facilitated by Mrs Wright.

A number of detailed slides were shown to the Members.

A lengthy discussion then took place.

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

Whilst the Parish Council has no objection, in principle, to a solar farm, it does have a number of concerns about this specific location being:

- Loss of Grade II farmland (see DEFRA's magic map) to confirm the land designation.
- The impact on the openness of the Green Belt.
- Whether the current AONB boundary review will have any impact on this site, which is situated adjacent to land currently designated as AGLV.
- The impact of the proposed maintenance track on the existing public right of way network.
- The potential impact on views into and out of the AONB/AGLV.
- How the enforcement of increased biodiversity will take place, as it was not clear from the submitted documents.
- Impact on the existing Red List bird species.
- Whether there will be any impact on the Victorian well, which is located in the vicinity.

It was the Parish Council's opinion that the outcome of Guildford Borough Council's Green Belt consultation should be taken into account prior to a decision being taken on this specific application.

It was also agreed that the following conditions should be applied, if the Borough Council was mindful to approve the planning application:

- The fencing and solar panel supports should be powder coated in dark green to minimise the visual impact of the solar farm.
- That evidence of the Net Biodiversity Gain for the site be provided. If this cannot be provided, the solar farm should be located elsewhere.

Mr Elliott and Ms Bell left at 20:20

**Planning Application No: 23/P/00053 - 38 Gumbrells Close, Fairlands, Guildford, GU3 3NG** - Single storey rear extension and first floor side and rear extension, together with new pitched roof to existing single storey flat roof.

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

**Planning Application No: 22/P/02122 - 3 Clayton Drive, Guildford, GU2 9TZ** - Proposed single storey front and side extension and changes to fenestration following demolition of existing garage.

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

**Planning Application No: 23/P/00056 - Crucolo, Blanchards Hill, Jacobs Well, Guildford, GU4 7QR** - Proposed single storey side and rear extension following demolition of existing garage.

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

**Mrs Wright left the meeting at 20:23**

**Planning Application No: 23/T/00021 - Land to the north of, North Moors, Worplesdon, Guildford, GU3** - Works to trees as listed in tree schedule (Tree Preservation Order P1/201/266).

It was **RESOLVED**: leave to tree officer.

**Planning Application No: 22/P/02059 - 8 Broad Street, Guildford, GU3 3AQ** - Erection of two storey side extension, new front porch and replacement single storey rear extension.

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

**Planning Application No: 22/P/02069 - Brooklands, Perry Hill, Worplesdon, Guildford, GU3 3RB** - Certificate of Lawfulness for an existing development to determine whether the erection of a single storey studio and 2 outbuildings was completed more than four years before the date of this application.

Application 22/P/02069 was for information only.

**Planning Application No: 22/P/02109 - Pitch Place House, Worplesdon Road, Worplesdon, Guildford, GU3 3LQ** - Proposed new gates and side walls to front entrance.

It was **RESOLVED**: that the Worplesdon Parish Council request the gates be set back from the edge of the highway by at least 6 metres to enable delivery vehicles to wait safely off the main highway until the gates are opened. The A322 is an extremely busy road carrying up to 19,000 vehicles a day (in both directions) and any vehicles even partially blocking the main road at this location would pose a serious risk to other road users.

**Planning Application No: 22/P/01073 - Roughwood, 30A Liddington New Road, Guildford, GU3 3AH** - Proposed front porch canopy, single storey rear extension, loft conversion to habitable accommodation with increase in roof height and insertion of rooflights, partial conversion of garage.

This relates to an appeal lodged by the applicant due to a late approval by Guildford Borough Council. For information only.

**Planning Application No: 23/P/00048 - 6 Fairlands Avenue, Fairlands, Guildford, GU3 3LX** - Erection of two storey side extension together with Velux roof lights and single storey rear extension with conversion of garage to habitable space following demolition of rear WC/Utility room.

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

**Planning Application No: 23/P/00057 - 7 Treebys Avenue, Jacobs Well, Guildford, GU4 7NT** - Proposed side/rear and roof extensions with associated alterations.

It was **RESOLVED**: that the Parish Council **object** to this planning application on the grounds that the roofline is out of keeping with the adjoining semi-detached property, which would result in the pair of semis looking out of balance and therefore out of keeping with the adjacent street scene.

**Planning Application No: 22/P/02166 - Grandview House, 94 Broad Street, Guildford, GU3 3BE** - Conversion of outbuilding to self-contained two-bedroom dwelling following demolition of existing garage.

It was **RESOLVED**: that the Parish Council object to this planning application on the following grounds:

1. The Parish Council is concerned about the conversion of the outbuilding to a self-contained two-bedroom dwelling. This property should remain ancillary to the main dwelling.
2. The Parish Council also objects to the proposed removal of the Permitted Development rights on the grounds that planning application 20/P/00702 required the demolition of the garage, a requirement that has not been complied with in order to protect the openness of the Green Belt.

**Planning Application No: 23/P/00064 - 34 Brooke Forest, Fairlands, Guildford, GU3 3JJ** - Variation of condition 2 (drawing no's) re: 21/P/01097 dated 08/07/2023 to allow extension to be increased by 1m in width.

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

The Chairman called a short comfort break at 20:43. The meeting was reconvened at 20:46.

## 78-2023 - Interpretation boards for Harry's Meadow and the Jacobs Well Recreation Ground

Cllr J Snowball advised that he had drafted an Interpretation Board for Jacobs Well Recreation Ground, numerous copies of which had been displayed on site. Details had also been placed on the Parish Council's notice board and initial feedback has been positive.

The list of creatures had been sourced from the Harry's Meadow Ecology Report as well as from evidence in Cllr Snowball's garden.

The proposal had been submitted to the JWRA for inclusion in their newsletter. These also included the image of the proposed interpretation board.

### Image 1: Proposed interpretation board



Details would also be placed on the local Jacobs Well Facebook pages.

An article had also been included in the latest edition of the parish newsletter, which has been uploaded to the Parish Council's website.

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

The Clerk thanked Cllr Snowball for his assistance with this matter.

### **80-2023 - Creation of two trial wildflower areas in Harry's Meadow**

Cllr J Snowball advised that notices have again been placed in Harry's Meadow notifying residents of the Parish Council's intention to create two trial wildflower areas in the meadow measuring 15m x 10m. These had also been included in the Parish Council's newsletter and on the website, to ensure as many people as possible are made aware of the Council's intentions.

The Clerk advised that Guildford Borough Council is fully supportive of the proposals.

A soil test would need to be undertaken to ensure the correct wildflower seed is purchased. It will be essential to include Yellow Rattle as this is the species that suppresses the existing grass to give the wildflowers sufficient space to thrive.

Cllr Snowball stated the intention that fauna would be highlighted via the Interpretation Board in the Recreation Ground, whereas it would be the flora that would be highlighted in Harry's Meadow.

It was suggested that notices about the Interpretation Boards and the trial wildflower meadow areas also be placed on the noticeboard within the village hall.

### **82-2023 - Annual Review of the Council's policies and procedures**

The Chairman advised that an Extra-ordinary meeting is to be held on Tuesday 21 March 2023 at 19:30 in the Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX at which these will be discussed.

### **83-2023 - Christmas lights Perry Hill Green**

Cllr N Mitchell gave a précis of the site meeting held 20 February 2023 at which JDS Decorations, members of the Parish Council, the owner of the former White Lyon and Dragon (Porchester Build Ltd) and local resident, Mr G Burch, were present.

The recommendations to the Full Council were:

- That the utility STATS (location of the various utilities) for Perry Hill Green be obtained from Surrey County Council and passed onto Porchester Build Ltd and JDS Decorations.
- That consent for trenches to be laid to each of the trees - to provide an individual power supply to each of the trees to be illuminated - be requested from Surrey County Council – including a trench to be laid to the oak tree in the middle of the green, albeit there are no imminent plans to illuminate this tree.
- Assuming that Surrey County Council grants consent, Porchester Build Ltd generously agreed to meet the cost of digging the trenches.
- JDS Decorations Ltd to provide a revised quotation for the Steel Wire Armour (SWA) cable, plus refitting the lights in the trees adjoining the A322 (to illuminate the seven trees that were previously illuminated).

The Chairman advised that the proposal had been well received and thanked all those involved with the Christmas illuminations both at Perry Hill Green and Wood Street Village Green, which are very much appreciated, not only by residents of the Parish but also those who work in, or travel through the Parish.

#### **84-2023 - Coronation - Charles III - Commemorations**

Since the Council's decision to provide commemorative trees in each of the Wards, commemorative keepsakes with the official Coronation logo are now available. The Clerk enquired whether or not the Parish Council wished to consider issuing a keepsake to all infant/primary school pupils attending Wood Street Infant School, Worplesdon Primary School, and Rydes Hill Prep, in addition to the tree planting, given the Council had set aside a budget of £4,000 towards King Charles III's Coronation.

Various merchandise can be purchased, including, but not limited to:

- Mugs
- Water bottles
- Commemorative coins
- Bookmarks (recycled leather)
- Key fobs

The use of the Parish Council's logo/details on such merchandise would be another way of raising the profile of the Parish Council.

Following discussion, it was proposed by Cllr M Fance, seconded by Cllr G Adam, and **RESOLVED** that 850 recycled leather bookmarks costing 74P & VAT each be purchased to contain the wording:

- "Presented by Worplesdon Parish Council to commemorate the Coronation of King Charles III".

A vote took place: Result of the vote 11 in favour – Cllr B Nagle abstained. Motion carried.

#### *Power to spend: The General Power of Competence - Localism Act 2011*

The Clerk confirmed that the commemorative trees will be planted in the Autumn, being the optimum time of the year to ensure the sapling's survival.

The Head Groundsman is scheduled to undertake NRSWA<sup>3</sup> training in May, as his existing qualification (obtained in March 2018) expires 6.3.2023. This means the Head Groundsman will not be qualified to undertake any roadside work (either for the Parish Council or on behalf of the County Council) until he has regained his qualification.

#### **86-2023 - London Road Active Travel Scheme**

Cllr M Price advised that the London Road Action Group (LRAG) has dropped reference to Burpham, as this was perceived as being too parochial.

The Action Group comprises three committees. These will focus on:

- Design
- Consultation implementation
- Communication (Cllr M Price sits on this Committee on behalf of the Parish Council)

The 1<sup>st</sup> stake holder meeting is to be held later this month. The consultation process will conclude after Easter.

It is unlikely that phase 1 will commence prior to the school summer holidays, assuming the project is to proceed.

A Safe Design and Construction Scheme is being considered to enable London Road to remain open during the project, thereby eliminating the need for a detour through Jacobs Well.

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<sup>3</sup> New Roads and Street Works Act 1991

Responses to the questions asked at the public meeting should have been uploaded to Surrey County Council's website but these have not yet been provided.

The accident statistics provided by Surrey County Council were incorrect and are considerably lower than the public were led to believe.

Surrey County Council's consultation was carried out via their website and a phone interview in the GU1 – GU4 area, which is considered by the Action Group to be woefully inadequate.

There now seems to be doubt about the suspension of the Clay Lane weight restriction.

There had been very little discussion about the proposals with the various emergency services.

Cllr G Adam cited the [Cycle Infrastructure Design Code \(LTN 1/20\)](#) and asked why the scheme was needed given the low cycle usage at this location.

Cllr M Price advised that the County Council continually quotes the availability of Active Travel Scheme Funding, which appears to be driving the County Council's decision.

The Chairman thanked Cllr M Price for his report.

#### **87-2023 - Parking around the edge of Wood Street Village Green**

Cllr T Wright raised concern about ongoing damage being caused to the edge of the Green by motorists and asked how this can be discouraged. He suggested that perhaps a further letter could be issued to all properties bordering the Green asking people to be respectful and not to park on the Green.

A lengthy discussion then took place.

It was concluded that, regrettably, some people don't care about the local environment and no amount of letters will change that. Additionally, letters to homeowners will have no impact on delivery drivers or visitors to the area.

Similar issues are experienced all over the Parish. The Parish Council is in a no-win situation, as it is impossible to police the problem. It was felt that, along with other areas around the Parish, this was a situation that would have to be 'lived with'.

If the fun fair owners wish to accept the Parish Council's offer, it would be possible to include a comment in the notification flyer, however, the likelihood of it having any impact would be negligible.

#### **88-2023 - Request for the Wood Street Village Horticultural Society to hold a plant sale on Wood Street Village Green on 13 May 2023**

A request had been received from the Wood Street Village Horticultural Society for permission to hold the annual plant sale on Wood Street Village Green on Saturday 13 May 2023.

A copy of the application form had been circulated to all Members via email in advance of the meeting.

It was proposed by Cllr G Adam, seconded by Cllr D Bird, and unanimously **RESOLVED** that permission be duly granted.

## 89-2023 - Request for improved cycle parking facilities at the Wood Street Village Community Car Park

A request for improved cycle parking facilities in the Wood Street Village Community Car Park had been received from a resident of Wood Street Village, who is considering sending their child to Wood Street Village Infant School later this year.

The Members considered the request, bearing in mind the existing provision, the usage of those facilities, and the existing bicycle rack provision provided within the Infant School grounds.

Following discussion, it was felt the current provision was sufficient.

It was proposed by Cllr N Mitchell, seconded by Cllr M Fance and **RESOLVED** that the resident's request be denied, due to a lack of demand.

A vote took place: Result of the vote 11 in favour – Cllr B Ahier abstained. Motion carried.

## 90-2023 - 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 G Adam, seconded by Cllr T Wright, and unanimously **RESOLVED** that payments to the value of £3,499.08 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

**Table 1: Proposed list of payments 23.2.2023**

Code	Date	Description	Supplier	Net	VAT	Total
Revenue Costs Works Vehicle	27/01/2023	Car wash	Guildford Car Wash	28.00	0.00	28.00
IT budget	27/01/2023	External Hard Drive	Amazon EU	66.66	13.33	79.99
Establishment Charges	03/02/2023	2nd class stamps (APM)	Prime Wines	34.00	0.00	34.00
Parish Office	06/02/2023	Electricity - 2 Saxton - February 2023	EDF Energy Ltd	162.86	8.14	171.00
Playground Repairs	07/02/2023	Chain to secure Typhoon	Magnor Fastners	5.77	1.15	6.92
Land Management	08/02/2023	Signs for Playground	A J Signs Ltd	102.35	20.47	122.82
IT budget	08/02/2023	Printer ink	Cosmos Solutions	175.00	35.00	210.00
Parish Office	08/02/2023	Emergency Lights Annual Discharge Test and 6 Monthly Fire Alarm Maintenance - Unit 2 Saxton	W J Fire Ltd	170.00	34.00	204.00
IT budget	09/02/2023	Website hosting & Tech support for 12 months	Welland Creative	685.00	137.00	822.00
Playground Repairs	09/02/2023	Cable Ties - Typhoon H&S	Mrs V C Fear - Screwfix	3.22	0.64	3.86
Land Management	09/02/2023	Hire of storage container MW - February 2023	Activate Learning	75.00	0.00	75.00
Land Management	09/02/2023	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	30.92	6.18	37.10
Establishment Charges	09/02/2023	Membership - Parish Online	Parish Online	150.00	30.00	180.00
Revenue Costs Works Vehicle	09/02/2023	New graphics for works vehicle	Guildford Signs	70.00	14.00	84.00
Establishment Charges	09/02/2023	Subscription - Surrey Hills Society	Surrey Hills Society	30.00	0.00	30.00
Parish Newsletter	16/02/2023	3.600 parish newsletters	Knaphill Print Co Ltd	420.00	0.00	420.00

Code	Date	Description	Supplier	Net	VAT	Total
Parish Office	16/02/2023	Window cleaning - parish office - outside only	Trevor Porter Window Cleaning Service	20.00	4.00	24.00
IT budget	17/02/2023	BT Business Mobile Broadband	BT PLC	142.67	28.53	171.20
Parish Office	17/02/2023	Gas - Unit 2 Saxton - 23.12.22 - 28.01.23	British Gas	361.87	18.09	379.96
Christmas trees/lights WS, Perry Hill	16/02/2023	Electrical supply Perry Hill Green - 02.01.23 - 01.02.23	British Gas	34.42	1.72	36.14
IT budget	17/02/2023	Subscription - February 2023	Adobe	12.64	2.53	15.17
Land Management	21/02/2023	Materials	B&Q	3.65	0.73	4.38
Land Management	22/02/2023	Materials	Wickes	12.50	2.50	15.00
Establishment Charges	22/02/2023	Parking fee - 18.02.23	Mrs G F White	1.80	0.00	1.80
Establishment Charges	22/02/2023	Membership - Mrs G F White	ALCC	50.00	0.00	50.00
IT budget	23/02/2023	Halo for business 1 - ultrafast 2 & value line	BT PLC	48.95	9.79	58.74
Training	22/02/2023	Training - NRSWA Unit 01	Project Skills Solutions	195.00	39.00	234.00
<b>Total</b>				<b>3,092.28</b>	<b>406.80</b>	<b>3,499.08</b>

**b) Bank reconciliation for January 2023**

The Finance Officer (FO) had prepared the bank reconciliation for January 2023 in accordance with the Accounts and Audit Regulations, a copy of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr J Snowball, seconded by Cllr D Bird, and unanimously **RESOLVED** that the bank reconciliations be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendix 1 – January 2023 bank reconciliation

**c) Monthly budget report for January 2023**

The FO had prepared the budget report for January 2023 in accordance with the Accounts and Audit Regulations, a copy 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 G Adam, and unanimously **RESOLVED** that the budget reports be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendix 2 – January 2023 budget report

**d) Virements – To approve the following virements:**

- Vire £1,000 from Contingency Fund to IT
- Vire £900 from grass cutting to Revenue Costs Works Vehicle
- Vire £100 from Contingency Fund to Path to Watercourse Harry's Meadow
- Vire £100 from Contingency Fund to Maintenance of the Community Car Park
- Vire £800 from Contingency Fund to Tree Succession Planting

It was proposed by Cllr M Fance, seconded by Cllr D Bird, and unanimously **RESOLVED** that the above virements be approved en-bloc.

**e) VAT refund – 1.10.2022 – 31.12.2022**

The Finance Officer had submitted the S126 VAT refund claim for the quarter 1.10.2022 – 31.12.2022 to HMRC 12.1.2023. A VAT refund of £5,199.98 had been received.

**f) Grant Aid request – Sime Gallery Book – Caricatures**

A grant application had been received from The Sime Gallery towards the cost of producing a book about the local Caricatures that Sime drew whilst in the New Inn pub, Perry Hill. The information will form part of the social history of the parish.

A copy of the application form had been circulated to all Members via email in advance of the meeting.

It was proposed by Cllr P Cragg, seconded by Cllr B Ahier, and unanimously **RESOLVED** that subject to use of the Parish Council's logo within the book and/or an acknowledgement of the receipt of the Parish Council's financial contribution, a grant of £500 be awarded.

*Power to spend: General Power of Competence – Localism Act 2011*

**g) Skipton – Signatories or new account**

The RFO (Responsible Financial Officer) advised that the Current Community Saver account provides 2.65% interest, however, a new Community Saver account is now available which offers 2.85% interest.

Following discussion, it was proposed by Cllr D Bird, seconded by Cllr N Mitchell and unanimously **RESOLVED** that the existing account be closed and a new higher interest bearing account be set up.

The four signatories to the account being:

- Cllr N Mitchell
- Cllr G Adam
- Cllr M Fance
- Mrs G White (Clerk to the Council)

**91-2023 - Land Management and Health & Safety Inspection 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.

**Weekly Reports**

Worplesdon, Jacobs Well, and Fairlands play areas, the Husson Breeze, and community car park at Wood Street were checked on 30.01.23, 13.02.23, and 20.02.23.

**Monthly Health and Safety Reports**

The monthly inspection for February has not yet taken place.

**Completion of works:**

The Head Groundsman has, in addition to his regular inspections, litter picks, and grille clearance:

- Investigated numerous issues highlighted on the Worplesdon Flood Forum agenda and provided photos to the Clerk.
- Made a number of temporary signage stands for Harry's Meadow and Jacobs Well Recreation Ground to display notices relating to the wildflower meadow initiative and the suggestions for the interpretation panels.
- Displayed consultation notices at both Harry's Meadow and Jacobs Well Recreation Ground.
- Reported possible pollution entering the brook at Brookside, Jacobs Well. [This item to be highlighted to the Worplesdon Flood Forum at the meeting on 24.02.23 – what3words: ///back.venue.wing]
- Cleared leaves off Perry Hill Green around the new bench.
- Re-seeded the grass at the edge of Coombe Lane and displayed notices asking people to keep off the grass seed.
- Reported that Pitch Place House have dug a waste water channel to allow them to discharge onto a public highway without prior permission.
- Noted minor damage to Wood Street Village Green caused by a large vehicle.
- Noted damage to water meters in Tin Town, White Hart Lane caused by SCC vehicle which repaired the footbridge on White Hart Lane. Affinity Water were notified by a resident.

- Refitted the byelaws sign onto the back of the Wood Street Village Green noticeboard.
- Refixed the dog signage at Wood Street Village Cricket Club.
- Cut back a blackthorn tree which was overhanging Wood Street Village cricket pitch as a gesture of goodwill as SCC are slow to respond.

**The Clerk has:**

- Arranged for GBC to sweep the road near the former White Lyon and Dragon.
- Received confirmation from SCC (and in turn notified the Trustees of Worplesdon Memorial Hall and Grounds CIO) that the tree suffering from Ash Die Back (overhanging Worplesdon Memorial Play Area) will be removed by SCC contractors.

**The Assistant Clerk has:**

- Chained off the Typhoon play equipment at Worplesdon Memorial play area after the tape securing the swing seats was removed by vandals.
- Attended a Play Inspection Course held at Normandy Village Hall on 2 February 2023.
- Reported the damage to the new memorial tree guard adjacent to Wood Street Village Pond to Surrey Police.
- Asked Dryad to inspect a tree at Pitch Place Green to assess the integrity of it following reports of significant bark deterioration by the Clerk and Head Groundsman.

**Contractors have:**

- Supplied a sign for the MUGA at Worplesdon Memorial Hall play area. Head Groundsman to install ASAP.
- Removed the dead deer which was in the ditch adjacent to Jacobs Well Recreation Ground.
- Repairs to the Typhoon (at Worplesdon Play Area) to be undertaken [estimate for February 2023 from manufacturer].
- Commemorative bench for Wood Street Village Green.
- Base for commemorative bench for Wood Street Village Green.
- Electricity supply to be installed across Perry Hill Green (subject to permission from SCC and the DigDat data being obtained) for the provision of Christmas lights.

**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 [highlighted as a trip hazard].
- Height signage for the height barrier at Jacobs Well Recreation Ground.
- Removal through hand-pulling of bullrushes and crassula from White House Pond, Jacobs Well [postponed until Winter 2023/24].
- Installation of replacement barrier ('white gate') at White House Lane.

**Quotations required for:**

- Replacement post installation at Perry Hill Green.
- Replacement of railway sleeper at Wood Street Community Car Park.

**Outstanding works:**

- MUGA signage to be installed at Worplesdon Memorial MUGA area.
- 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 Clerk observed a trip hazard in front of the noticeboard at Wood Street Village Post office. The Groundsman to address this at the earliest opportunity.
- A resident reported that the tree guard at Wood Street Village Green had been deliberately unseated by person/s unknown. Assistant Clerk has reported this to Police as ASB (vandalism)/attempted theft, and Head Groundsman has righted the tree guard.
- The damage to Wood Street Village Green following the SGN works has left significant ruts. The Clerk to write to SGN to get the matter satisfactorily resolved.
- The Clerk has observed that the path near Derek Slaymaker's bench in Harry's Meadow requires a top up of Type 1 surfacing.
- Moss is damaging the concrete beneath the WW1 bench in Harry's Meadow, Jacobs Well.
- The Head Groundsman continues to monitor the ground levels adjacent to the dipping platform and swim at Wood Street Village Pond.

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

**92-2023 - Clerk's Report**

- a) **Proposed extension to the Surrey Hills Area of Outstanding Natural Beauty** – Natural England is currently considering whether to vary the boundary of the Surrey Hills AONB. The next step for the project is for a statutory consultation on the proposed extension to the Surrey Hills AONB as approved by the Natural England Board on 5 May 2021. The consultation will commence on 7 March and will continue for a 14-week period ending of 13 May 2023. Parish councillors have been invited to attend an informal consultation on Thursday 9 March - Witley, Godalming. Confirmation of attendees required by 2 March 2023.
- b) **Elections May 2023**  
The Clerk provided details of the Election process. Further details can be found on the Parish Council's website <https://worplesdon-pc.gov.uk/>

**93-2023 - Chairman's Report**

The Chairman gave the following report:

**12 January** – The first proposed Community Speedwatch (CSW) on Holly Lane had to be cancelled due to poor weather conditions.

Chaired the full council meeting.

**16 January** – Attended the FLGCA (Fairlands, Liddington Hall and Gravetts Lane Community Association) Management meeting. Put forward a suggestion that FLGCA could help WPC with the delivery of the quarterly newsletter, which was generally received positively. Also discussed the possible location for a tree to commemorate the coronation of King Charles III. It was agreed that the roundabout on Louis Fields (near the school) would be appropriate.

**20 January** – Team Leader for the CSW Deployment on Clay Lane with assistance from Bill and Gill Ibbs and Cllr Terry Wright.

**23 January** – Attended the Mayor's Reception for Parish Chairman and Clerks with Gaynor White, Cllr Brigitte Ahier and Cllr Mike Price. Networked with other Chairman, County and Borough Councillors. Speeches by the CEO of the Council Tom Horwood who acknowledged that the Planning Function at GBC was not satisfactory but said that there are plans in place to improve it.

**26 January** – Cancelled the CSW Deployment at Aldershot Road because of the tree cutting works (Ash dieback) that were being carried out on Aldershot Road. Thanks to Rupert Baker and Cllr Mike Price for attending.

Cllr Mike Price gave a briefing to Gaynor White and myself about the ongoing situation with the JWRA.

**1 February** – Team Leader for the CSW Deployment at 90 Frog Grove Lane with Cllr Brigitte Ahier and Cllr Martin Fance.

After the deployment I was able to provide Cllr Ahier with an understanding of the data that we receive through the deployment of the Speed Data Recorder through Surrey Safer Camera Partnership.

**2 February** – Attended a meeting with the Clerk Gaynor White, the Groundsman Peter Trevena, and Cllrs Jonathan Snowball and Mike Price about the establishment of two wild flower areas, and the interpretation boards explaining the flora and fauna in Harry's Meadow. Cllr Snowball has carried out extensive investigation on how and when to establish these areas and the contents of the interpretation boards.

Chaired the Planning/General Purposes and Finance Committee in the absence of the Vice Chairman

**7 February** - Team Leader for the CSW Deployment at 120 Broad Street which was cancelled because of the fog and mist across the common.

**10 February** – Working with the Assistant Clerk Victoria Fear on the Strategic and Business Plans for 2023 to 2028. It was agreed that as there was significant duplication between the two documents, it be proposed that the Strategic Plan and Business Plan be merged into a single, updated document.

**13 February** - Team Leader for the CSW Deployment at Worplesdon Memorial Hall with assistance from Bill and Gill Ibbs, Cllrs Brigitte Ahier and Mike Price. One resident stopped and suggested that we should deploy close to Goose Rye Road. We explained that we are only able to deploy at sites approved by Surrey Police.

In the afternoon I was honoured to open the properties for autistic adults in Halifax Close. A project that the Parish Council has known, and been in support of, for nearly two decades.

**17 February** – Meeting with Wood Street Village Cricket Club, and Wood Street Nursery and Forest Preschool. The purpose of the meeting was to check on the condition of the pavilion and determine if there are any issues that the users have with the building. Those present were Richard Trinick and Julian Richards of Wood Street Cricket Club, Kelly Cooper of Wood Street Nursery and Forest Preschool, the Clerk Gaynor White, and myself.

Two key issues were raised:

1. The condition of the access road which has a considerable number and frequent potholes. It appears that there is a reclamation yard on the common to north west of the cricket ground and that four or five HGV vehicle movements occur daily to access that facility. These movements appear to be the major reason for the potholes.

WPC agreed to report the operation to SCC Enforcement Team to check if there is an 'O' Licence in place and that the fencing to the reclamation yard is lawful.

As an aside, an enquiry will be made with the Enforcement Team to investigate if it will be possible to tarmac the access road.

2. The Nursery is concerned about the proposal by the Federation of Wood Street Infant School and Worplesdon Primary School to open another nursery (Item 20 on the agenda) in Worplesdon.

**19 February** – Made a site inspection of the areas for the proposed solar farm on Land West of Blackwall Farm. Those in attendance Lisa Wright, Jo Haward, Borough Councillors Ann and Bob McShee, Cllr Brigitte Ahier, the Clerk Gaynor White and myself. The inspection was useful to locate the actual land that is proposed for the development. Key issues are:

- The construction of the access road
- Protection of Bridleways
- Protection for wildlife
- Protection of watercourses at crossing points

**20 February** – Attended the meeting on Perry Hill Green to discuss the lighting of the trees at Christmas.

After the meeting it was agreed that the lowest branch over the bench on the southern side of the Green would be cut down for health and safety reasons.

Minutes approved – 16.3.2023

**21 February** - Team Leader for the CSW Deployment at Wood Street Village Pond with assistance from Cllrs Martin Fance and Terry Wright.

**94-2023 - Items for inclusion on future agendas**

Cllr J Messinger requested an item be included about the Wood Street Village SANG (Site of Alternative Natural Greenspace) which has not yet formally opened.

**96-2023 - Date of next Full Council meeting – 6 April 2023.**

Meeting closed 22:34

Signed:

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Chairman of the Council  
16.3.2023