



**Minutes of the Extra-ordinary meeting held in the  
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX  
at 7.30pm on Tuesday 21 March 2023**

**122-2023 - Present**

**Councillors:**

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

**Officers of the Council:**

Mrs G White – Clerk to the Council

**Members of the public:**

None were present.

**123-2023 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40**

Apologies and reason for absence were received from Cllr J Messinger and Cllr J Snowball.

Cllr C Riley was absent from the meeting.

**124-2023 - Public participation session – 10 minutes**

No members of the public were present.

**125-2023 - 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.

**126-2023 - Amendments to the Register of Interests**

No declarations were made.

**127-2023 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

**128-2023 - Declaration of Non-pecuniary Interests**

No declarations were made.

### 129-2023 - Declaration of gifts or hospitality over £50

No declarations were made.

### 130-2023 - To review/approve and adopt all policies and procedures of the Parish Council

The documents were circulated via a OneDrive link to the Members in advance of the meeting.

The proposed changes were discussed in detail, following which it was proposed by Cllr G Adam, seconded by Cllr P Cragg and unanimously **RESOLVED** that all the revisions contained in Table 1 below be approved and adopted.

**Table 1 – Agreed Changes to Policies and Procedures**

Ref	Policy/procedure	Review changes
1	Accessibility Policy	Change Surrey County Council to Worpleston Parish Council.
2	Address list	Updated to include Cllr Snowball
3	Administration of the Playgrounds	Review date: 2024 Add item 1.5 - If required to secure the play area, temporary Heras fencing can be obtained from Guildford Borough Council 24/7 for a fee. Review date: 2024 Add to item 3.3 "or at least every six months due to the nature, and age of this equipment".
4	Code of Conduct	Review date: 2024 Minor formatting changes. 9.(i) delete "Guidance for Councillors and the Probity In Planning - Councillor's Handbook". Replace with "policy". 30. Delete "Monitoring Officer" replace with "Parish Council". 31. Delete "Corporate Governance and Standards Committee" replace with "Parish Council".
5	Complaints Procedure	Review date: 2024
6	Complaints Procedure – Habitual or Vexatious Complaints	Review date: 2024
7	Consent to receive an electronic summons	No change.
8	Contents page for Members' Welcome Pack	Change Strategic and Business Plans (2018 - 2023) and replace with Strategic Business Plan 2023-2028.
9	Dealings Between Staff and Members of the Public	Review date: 2024
10	Delegated Decisions by Officers	Review date: 2024
11	Deployment of Speed Data Recorder	Review date: 2024 6. Delete "members of the public via the Parish Council's website" replace with "Councillors". Under Perry Hill/Worpleston add Goose Rye Road.
12	Dignity at Work	Review date: 2024
13	Disciplinary Procedure	Review date: 2024

Ref	Policy/procedure	Review changes
14	Duties of the Responsible Financial Officer (The Clerk)	Review date Amend '1/2 yearly VAT returns' to '1/4ly VAT returns'.
15	Emergency Plan	Review date: 2024 6. Amend "Local Authorities" to "Principal Authorities" 9. Update the local and national radio station information. Appendix 3 - update list of councillors (remove Cllr T Webber and add Cllr M Price and Cllr J Snowball).
16	Equality and Diversity	Review date: 2024
17	Event Guidance	This item to be considered at a future Full Council meeting.
18	Event Application Form - Village Greens	This item to be considered at a future Full Council meeting.
19	Event Risk Assessment Guidance Note and Form	This item to be considered at a future Full Council meeting.
20	Event Risk Assessment Comprehensive Example	This item to be considered at a future Full Council meeting.
21	Event Risk Assessment Blank Accessibility	This item to be considered at a future Full Council meeting.
22	Exercise of Pension Discretions Regulation 60 – Local Government Pension Scheme (LGPS)	Review date: 2024
23	Filming and Recording Meetings	Review date: 2024
24	Financial Regulations	Numerous changes as suggested by the Internal Auditor, and previously circulated to the Members.
25	Financial Reserves	Review date: 2024 4.1 Update 2021 to 2022

Ref	Policy/procedure	Review changes
26	Financial Risk Assessment	<p>Review date: 2024 Year 2023/24</p> <p>Council Records - Amend to "the majority of historic minutes" Consider purchasing a fire proof cabinet for historic, lease and land registry records.</p> <p>Assistant Clerk - laptop now backed up via an external hard drive. Include reference to the Finance Officer.</p> <p>New laptop required for Council Chamber</p> <p>Internal Audit - Amend to "All financial reports to Full Council for approval/action".</p> <p>Bank mandates - Amend to "councillors to sign as per the rules of each financial institution"</p> <p>New accounts opened - delete requirement to open two new accounts.</p> <p>Grants - Add "generally" between "Grant" and "payable"</p> <p>Payment list - Amend to "to be signed by the Chairman of the Meeting"</p> <p>To determine the precept amount required for the forthcoming financial year, the Council receives a previous year's actual expenditure (on an income and expenditure basis), a forecast for the current financial year and a draft budget for the next three financial years.</p> <p>Staff - add reference to the Finance Officer.</p> <p>VAT claims - "update to quarterly claims"</p> <p>Play equipment - add "drug paraphernalia" - Amend "taped off" to "appropriately secured".</p> <p>Works vehicle - cover includes all councillors over the age of 25. Delete "Maintenance costs included in the annual budget".</p> <p>Clerk and Assistant Clerk both have CILCA and Clerk has HE Community Governance. Add "Review when new staff appointed".</p>
27	Fixed Asset Register	<p>Review date: 2024</p> <p>1.3 and 3.1 - Amend Responsible Financial Officer to Finance Officer</p> <p>2.4 Update "2021 para 5.148" to "2022 para 5.65"</p>
28	Flood Plan	<p>Page 2 - update sandbag availability information as per Guildford Borough Council's website.</p>
29	FOI Publication Scheme	<p>Review date: 2024</p>
30	Freedom of Information Act 2000	<p>Review date: 2024</p>

Ref	Policy/procedure	Review changes
31	General Communications	<p>Review date: 2024</p> <p>A (i) add in Finance Officer</p> <p>Add item (iii) General finance matters, such as invoices to be addressed to the Finance Officer.</p> <p>Item 3 (ii) amend "Chair" to "Chairman".</p> <p>Item H Edit paragraph 3, first sentence to read "the website continues to be refined and will be updated on a regular basis".</p> <p>Delete the third sentence "The site needs to be developed as a means of receiving comments and to obtain local views on topical matters".</p>
32	General Data Protection Regulations (Data Protection Act 2018)	Review date: 2024
33	General Information	<p>Review date: 2024</p> <p>General information - Update the electors' information as at March 2023</p> <p>Employees - Add the Finance Officer details.</p> <p>Office Procedures - Add the Finance Officer details.</p> <p>Update the "Annual Parish Meeting" details to the "Annual Parish Assembly"</p> <p>Council Policies Amend "Equal Opportunities" to "Equality and Diversity"</p> <p>Add: Strategic Business Plan 2023-2028</p>
34	Grant Aid Policy	Review date: 2024
35	Grant Aid Guidance	This item to be considered at a future Full Council meeting.
36	Grant Aid Application Form	This item to be considered at a future Full Council meeting.
37	Grievance Procedure	Review date: 2024
38	Health and Safety	Review date: 2024
39	Hiring of Parish Open Spaces	<p>Review date: 2024</p> <p>Update public liability to a minimum of £10m is required.</p> <p>Add item 28. Bouncy castles or inflatable rides will only be permitted provided:</p> <ul style="list-style-type: none"> <li>a) A thorough risk assessment is carried out.</li> <li>b) HSE guidance for bonfires, beacons, fireworks, or inflatables is followed.</li> <li>c) Event volunteers and staff are appropriately trained.</li> <li>d) Third-party suppliers have their own public liability insurance of £10m.</li> <li>e) Have a current PIPA certificate</li> <li>f) Be used in accordance with the manufacturers'/suppliers' recommendations, and</li> <li>g) Be supervised by a responsible adult at all times when in use.</li> </ul>

Ref	Policy/procedure	Review changes
40	Honorary Freedom of the Parish	Review date: 2024 Section 4 amend "will be provided" to "may be provided" Section 6 final sentence amend "by the Parish Clerk" to "via an Honour Board in the Council Chamber". Final sentence - delete "This policy was adopted by the full council 23 September 2021 under minute no."
41	Internal Audit Procedures	Review date: 2024 Amend "Responsible Financial Officer" to "Finance Officer".
42	Investment Policy	Review date: 2024
43	Land Management plans for: land leased to Worplesdon Parish Council	Review date: 2024
44	Land Management plans for: land owned by Worplesdon Parish Council	Review date: 2024 Clarified text regarding the height barriers. Clarified text regarding right of way no 438. Delete reference to 'potential allotments' in Harry's Meadow. Delete reference to the JWRA annual bonfire. Clarified text re Pond licence from Surrey County Council. State right of way number running through JW Rec (being 461). Delete reference to GBC monitoring The Brook (beside Moat House Pond). Clarified arrangements for ditch/brook clearance.
45	Leave Policy	Review date: 2024 Para 2.1 Add "If a member of staff has to work a bank holiday on behalf of the council, then a day off in lieu will be allowed subject to agreement with the Parish Clerk (Technically, the Parish Council should pay time and a half for additional hours worked Monday to Friday and double time for weekends and Bank Holidays". Para 3.2 Add "At the discretion of the Staffing Committee, the Parish Council will buy back holiday entitlement exceeding five days which could not be used due to staff serving the business needs of the Council. Para 4.1 Add "However, exceptional cases and agreed by the Staffing Committee, up to five days TOIL can be carried over to be used as soon as practicable after April 1st".
46	Members/Officers Protocol	Review date: 2024
47	Photographic Consent Form	No change.
48	Pool Vehicle Policy	Review date: 2024
49	Precept (current) & explanatory note	Review date: 2024

Ref	Policy/procedure	Review changes
50	Press/Media Protocol	Review date: 2024 Para 3.4 Third sentence delete "However". Also amend "as representing" to "as a representation of" Para 3.8 Amend "Councillor" to "Councillors".
51	Privacy Policy	Complete rewrite - template from Seaford Town Council.
52	Protocol for First Contact/Gypsy Traveller Incursions	Review date: 2024
53	Retention of Documents	Review date: 2024 Cash book amend "1968" to "1894". Agreed that general correspondence will be kept for 2 years - any information of historic value will have personal information redacted.
54	Scheme of Delegation	Review date: 2024 Delete item (e) Worplesdon Parish Council does not have an official seal. Current item (g) add "the" between "by" and "principal". Assistant Clerk item (j) Amend to mirror the revised Financial Regulations.
55	Section 17 of the Crime and Disorder Act 1998	Review date: 2024
56	Snow Clearance	Review date: 2024
57	Social Media	Review date: 2024
58	Standing Orders	Previously agreed by the Parish Council.
59	Statement of Intent - Community Engagement	Review date: 2024 Add a bracket after "Gravetts Lane".
60	Statement of Intent – Training	Review date: 2024 Amend reference to "Parish Clerk" to "Clerk". Add reference to the Finance Officer (part-time) to paragraph 2.
61	Strategic Business Plan 2023-2028	New document which replaces the former Strategic Plan and Business Plan.

Ref	Policy/procedure	Review changes
62	Terms of Reference – Planning/General Purposes and Finance Committee	Review date: 2024 Heading: Planning - 1st sentence (second half) amend to read "and where necessary to make representations, based on sound planning reasons using material planning considerations. Final sentence add, "if considered relevant". Amend "will comment" to "may comment". Heading Finance: amend "associated Communities and Local Government" to "Ministry of Housing, Communities and Local Government". Constitution of the Committee: amend to "a minimum of six members and two substitute members". Bullet point 3 add "Band D Rating" to the end of the sentence. Bullet point 11 add to comment on planning applications "where relevant".
63	Terms of Reference - Staffing Committee	Review date: 2024
64	Training notes - What are Material Planning Considerations	Add to Non-Material Planning Considerations after "Local Plan" "or general planning applications".
65	Tree Policy	Review date: 2024 Para 5.9 Amend "regime to all" to "regime for all".
66	Unauthorised Encampments Policy	Review date: 2024 2.16 Amend "email" to "emailed".
67	Useful phone numbers	Various email addresses updated as well as phone number.
68	Work Related Stress Policy	Review date: 2024
69	Year End Procedure	Review date: 2024 Item 1 Amend "Responsible Financial Officer (RFO)" to "Finance Officer (FO)". Insert "by" between reconciliation and mid-April. Item 3 As above. Item 7 As above. Item 11 Amend "ideally by end May" to "in time for the Internal Audit".

**132-2023 - To review all Parish Council risk assessments.**

The documents were circulated via a OneDrive link to the Members in advance of the meeting.

The proposed changes were discussed in detail, following which it was proposed by Cllr M Fance, seconded by Cllr D Bird and unanimously **RESOLVED** that all the revisions contained in Table 2 below be approved and adopted.



**Table 2 – Agreed Changes to Risk Assessments**

Risk Assessment	Updates/Amendments in addition to those noted above
Armistice Service - Harry's Meadow	No change
Armistice Service - War Memorial, Jacobs Well	No change
Brushcutter	No change
Chainsaw	Removed/deleted following Full Council decision to dispose of the item
Common land - A323 Aldershot Road	A reference has been included to the HSE Manual Handling advice leaflet. Works vehicle has been substituted for the quad bike. References to chainsaws and polesaws have been removed.
Community Car Park, Wood Street Village	Reference included explaining that a key to the salt bin padlock has been given to the Caretaker at Wood Street Infant School.
CSW/VAS/SDR	Inclusion of reference to valuable assistance provided by Safer Surrey Camera Partnership (SCC).
Covid-19 Pandemic	Removed/deleted - as per Government Guidance to return to normal
Covid-19 Play area Re-opening	Removed/deleted - as per Government Guidance to return to normal
Council Chambers	No change
Display Screen Equipment - Gaynor White	No change
Display Screen Equipment - Victoria Fear	No change
Display Screen Equipment - Helen Lawrence	Document created for Finance Officer.
Financial	Numerous updates as suggested by the internal auditor and previously circulated to Members.
Fire - Council Chambers et al	Reference included to regular fire alarm tests, and the inclusion of the words 'or cigarettes' after indoors'.
Generic Land and Asset Management	No change
Governance/Management	No change

Risk Assessment	Updates/Amendments in addition to those noted above
Groundstaff – update title to reflect actions by all staff and councillors	Reference included to temporary signage erected on benches beneath trees, as per RHS advice Summer 2022.  Inclusion of reference to Finance Officer.
Harry's Meadow, Jacobs Well	Included reference to Ticks.
HSE Manual Handling Guide	Change Date
Leafblower	'/roadusers' added after 'horseriders'.
Lone Worker	Change Date
Maypole, Wood Street Village	The words 'each year' have been added after 'in April'.
Nevins Copse, Wood Street Village	References to chainsaws and polesaw have been removed.  Reference to quad bike has been exchanged for works vehicle.
Office	Refence made to Finance Officer, provision of rock salt and regular fire alarm testing. Change date.
Playgrounds - Weekly Inspections	Reference has been included to the fencing off of out-of-use equipment IF deemed appropriate.  Reference has been included on how to deal with deceased large animals, e.g. deer.  Reference included to hazardous waste removal contract.
Recreation Ground, Jacobs Well	A reference to the presence of Ticks has also been included.
Shipping Container	Document created. COSHH register/folder held in office.
Street Sign Cleaning	Reference to Groundstaff undertaking NRSWA training included. Addition of safety zone created by appropriately parked works vehicle.
Work Related Stress	Appropriate references to the appointed Finance Officer have been incorporated.
Works Vehicle	Document created.

**133-2023 - To review and agree all charges made by the Parish Council.**

The various charges were reviewed, following which it was proposed by Cllr P Cragg, seconded by Cllr B Ahier and unanimously **RESOLVED** that the charges would remain unchanged.

Approved by the Full Council 6.4.2023

- Village fetes/events (community events) - no fee payable
- Use by fun fairs, outdoor theatre, band concerts, hot air balloon launches, car boot sales, fun run/walk, sports tournament, dog show, circuses, forest schools, fitness sessions, filming & photographic events, and use by helicopter - competitive market rent to be negotiated (in line with Guildford Borough Council's advertised charges)
- Registered charity - £100 per day
- Weekly skip fee - £25 (also applies to skips located on verges)

The Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX to be hired for meetings only at £10ph, provided the room is not required by the Parish Council. Two bookings have now been made by SALC (Surrey Association of Local Councils).

Meeting closed 21:34

Signed

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Chairman of the Council  
6.4.2023