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NOTICE OF MEETING

Wednesday 10 May 2023

To: All members of the Council

You are hereby summoned to attend the **Annual Meeting** of Worplesdon Parish Council to be held in **the Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX** on **Thursday 18 May 2023 at 7.30 pm** for the purpose of transacting the following business.

Signed:

Gaynor White

Mrs G F White PSLCC
Clerk to the Council

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting.

Anyone is permitted to film, record or take photographs at council meetings. Please liaise with the Clerk to the Council prior to the start of the meeting so that those attending the meeting can be made aware of any filming/recording taking place.

Use of mobile devices, including for the purpose of recording or filming a meeting, are subject to no interruptions, distractions or interference being caused during the meeting.

AGENDA

- 1. Appointment of the Chairman for municipal year 2023/2024.**
- 2. Chairman to sign Declaration of Acceptance of Office.**
- 3. Declaration of Acceptance of Office forms all members** – All members are required to sign their Declaration of Acceptance of Office forms prior to commencement of the meeting – unless the council resolves to permit the forms to be signed at a later date, if a councillor is absent for legitimate reasons. Failure to do so will result in the councillor's immediate disqualification from the Parish Council.
- 4. To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40.**

5. **Appointment of Vice-Chairman for the municipal year 2023/2024.**
6. **Register of Interests – All councillors must complete their new Register of Interests and return them to the Clerk by Monday 29 May 2023 at the very latest.**
7. **Consent to receive the meeting summons by email – All councillors to sign a consent form.**
8. **Election expenses – All Candidates, even those in an un-contested election, must complete an expenses form and return it to Guildford Borough Council by Tuesday 30 May 2023.**
9. **Co-option of new councillors – Three vacancies remain following the local elections – The vacancies should be filled within 35 days of the elections, if at all possible. To consider all applications received and to co-opt suitable candidates. Resolution to be passed to exclude the public and press, as per Schedule 12A of the Public Bodies (Admission to Meetings) Act 1960 during the discussion session.**
10. **Public participation session – 10 minutes** - Members of the public are able to express a view or ask a question on relevant matters on the agenda and are welcome to stay online and observe, but not comment upon, the rest of the meeting.
11. **Declaration of Disclosable Pecuniary Interests (DPIs) - by councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464).**
12. **To receive and consider written requests for new DPI dispensations, if any.**
13. **Declaration of non-pecuniary interests in accordance with the Parish Council’s Code of Conduct.**
14. **Declaration of gifts or hospitality over £50.**
15. **Borough Councillor’s report (5 mins).**
16. **County Councillor’s report (5 mins).**
17. **Eligibility – General Power of Competence – To pass a resolution that the Parish Council meets the criteria for the Power of Competence in accordance with the Localism Act 2011.**
18. **Minutes of the previous meetings**

The following Council minutes are to be agreed and signed by the Chairman as a true record:

- Annual Parish Assembly – 24 March 2023
- Full Council meeting – 6 April 2023
- Planning/General Purposes and Finance Committee – 27 April 2023

19. **Election of the Planning/General Purposes and Finance Committee – A minimum of six members, at least one member from each ward - Chairman and Vice-Chairman to be ex-officio members (with full voting rights) and two substitute members to be appointed.**
20. **Election of the Staffing Committee - Five members and two substitute members to be appointed.**
21. **Staffing Committee meeting to be held 10 July 2023 - 7pm - To review the pay and conditions of service of existing employees and other relevant topics – including the appointment of a part-time Assistant Groundsperson.**
22. **Governance Risk Assessment – To review and approve the updated Governance Risk Assessment.**

23. Finance

- a) **Proposed list of payments to be tabled at the meeting for approval** - Payment list to be signed by the Chairman.
- b) **Bank reconciliations for March 2023 and April 2023** - To approve the bank reconciliations March 2023 and April 2023.
- c) **Monthly budget reports for March 2023 and April 2023** - To approve the monthly budget reports for March 2023 and April 2023.
- d) **Quarterly financial check 21 April 2023** – Quarterly financial check undertaken by Cllr G Adam on 21 April 2023 – To receive Cllr G Adam’s report.
- e) **Appointment of a councillor (and a reserve) to undertake the quarterly financial inspections** - March, June, September, and December.
- f) **Dual authentication – payments by officers** – To review and update the Standing Orders and Financial Regulations in light of the new payment arrangements.
- g) **Letter of Engagement – Annual Audit – Mulberry & Co** – To approve the appointment of Mulberry & Co for the financial year 2022/2023.
- h) **Internal Audit carried out 10 May 2023** - To consider and approve the Internal Auditor’s report.
- i) **To review the Council’s insurance policy** - As per the Asset Register and Insurance Schedule (issued to members in advance of the meeting via email).
- j) **To review the effectiveness of the Council’s system of internal controls** - including management of risk and to decide action, if considered necessary.
- k) **To review and approve the earmarked reserves for 2022/2023.**
- l) **To review and approve the general reserves for 2022/2023.**
- m) **To receive and approve the Asset Register for the financial year ended 31.3.2023.**
- n) **To receive and approve the Annual Accounts 2022/2023.**
- o) **To receive and approve the Annual Governance Statements (AGAR) for the year ended 31 March 2023** - Section 1 Annual Governance Statements for 2022/2023. To be signed by the Chairman of the meeting and Clerk.
- p) **To receive and approve the Annual Accounting Statements (AGAR) for the year ended 31 March 2023** - Section 2 Accounting Statements for 2022/2023. To be signed by the Chairman of the meeting.
- q) **Concurrent Functions Grant Aid 2023/2024** - To consider any one-off projects that may be required in 2023/2024. 50% grant available subject to Borough Council financial restrictions. Maximum of two projects. (Suggest replacement playground equipment and fencing Worplesdon Memorial Ground – swing bay unit and fencing around the Typhoon unit).
- r) **VAT return 1.1.23 – 31.3.23** - Refund of £3,423.34 due. VAT form s126 duly submitted to HMRC.
- s) **End of Year Pension Return submitted to Surrey County Council** - 13 April 2023.
- t) **Annual tree inspection - survey fee (specialist company)** - To approve the cost £1,800 & VAT.
- u) **Replacement railway sleepers Wood Street Village Community Car Park – H&S issue** – To ratify the cost of replacing the existing wooden railway sleepers with back-to-back concrete kerbs. Total cost £4,962 & VAT.
- v) **1st instalment precept 2023/2024** – An online payment of £156,874.50 was received from Guildford Borough Council on 12 April 2023.

24. **Grant Aid and Event application forms** – To review and approve the revised documents.

25. **Land Management/H&S Report** - To receive and approve the Land Management/H&S Report.

26. Planning Applications for consideration

Planning Application No: [23/P/00452](#) - White Lyon House, Perry Hill, Worplesdon, Guildford, GU3 3RE - Change of use of public house and conversion to form an office (Use Class E(g)(i)) and 6no. dwellings (3 x 2bed and 3 x 1 bed), erection of first floor rear extension and bin store following demolition of existing detached double garage, removal of existing extraction system, and associated works.

Planning Application No: [23/P/00538](#) - 4 Gumbrells Close, Fairlands, Guildford, GU3 3NG - Erection of single storey front and two storey side extension.

Planning Application No: [23/P/00546](#) - 7 Treebys Avenue, Jacobs Well, Guildford, GU4 7NT - Proposed side/rear single storey extension with associated alterations following partial demolition of rear extension.

Planning Application No: [23/P/00610](#) - 25 St Michaels Avenue, Fairlands, Guildford, GU3 3LY - Erection of two storey side extension, single storey rear extension with roof lights and new front porch.

Planning Application No: [23/T/00102](#) - Billhurst Farm, White Hart Lane, Wood Street Village, Guildford, GU3 3DZ G1 - Group of Cypress: Reduce height of trees by approx. 2m & trim sides as hard as possible all round, finished height to be 6m with a radial spread of 3m. T2 - Eucalyptus: Reduce crown by approx. 2m & height & spread all round, finished height to be 12m with a radial spread of 3m. T3 - Eucalyptus: Reduce height by 3m & 1m in spread all round, finished height to be 12m with a radial spread of 2m. T4 - Oak: Remove dead/dying branches (Wood Street Conservation Area).

Planning Application No: [23/P/00357](#) - 29 Deacon Way, Guildford, GU3 3EN - Erection of a rear conservatory.

Planning Application No: [23/P/00678](#) - 2 Farm Close, Worplesdon, Guildford, GU3 3QQ - Front infill extension, single story side extension and changes to fenestration following demolition of existing single storey rear extension.

Planning Application No: [23/P/00636](#) - Alliance Medical Ltd, 40 Stephenson Road, Surrey Research Park, Guildford, GU2 7YE - Advertisement Consent for one externally illuminated welcome sign on a brick plinth.

Planning Application No: [23/P/00572](#) - Whipleigh Farm, Aldershot Road, Normandy, Guildford, GU3 2BE - Change of use of an area of hard surface directly adjacent to the workshop to allow the parking of non-agricultural vehicles, plant and machinery and the storage of material ancillary to the operation of the site as a workshop (retrospective application).

27. Planning applications for information only:

Planning Application No: [23/W/00020](#) - 12 Dorrit Crescent, Guildford, GU3 3AL - Prior notification for a single storey 6.00 metre rear extension, 4.00 metres in height with an eaves height of 2.80 metres.

Planning Application No: [23/W/00024](#) - 88 Frog Grove Lane, Guildford, GU3 3HA - Prior notification for a single storey 8.00 metre rear extension, 4.00 metres in height with an eaves height of 3.00 metres.

Planning Application No: [23/W/00027](#) - The Cottage, Blanket Mill Farm, Goose Rye Road, Worplesdon, Guildford, GU3 3RQ - Application for prior approval under Schedule 2, Part 1, Class AA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) to add a first-floor extension over the existing bungalow.

- 28. Parish Representatives – Annual reports** - To receive a written report from each of the Parish Representatives regarding the activities of their respective organisations.
- 29. Deployment of the Community SpeedWatch (CSW)** - To receive a report from the lead member – Cllr N Mitchell.
- 30. Unauthorised Encampment – Annual Inspection Review** - Desktop review carried out by Cllr N Mitchell. To receive a brief report from Cllr N Mitchell.
- 31. Appointment of Parish Representatives (2023/2024)** - To appoint representatives to the following organisations:
- a) Fairwood Helpers
 - b) JWRA - Jacobs Well Residents' Association (subject to the status of the RA)
 - c) FLGCA - Fairlands, Liddington Hall and Gravetts Lane Community Association
 - d) SALC - Surrey Association of Local Councils
 - e) Worplesdon Flood Forum
 - f) Worplesdon Parish Charities
 - g) WSVVA - Wood Street Village Association.

- 32. To fix the dates and times of the Full Council and Committee Meetings 2024** - To approve the Schedule of Meetings for 2024.
- 33. Challengers' Jazz Festival** - Request received for a banner to be placed on the Green. To approve the request.
- 34. Worplesdon Parish Council official sponsors of this year's Challengers' Jazz Festival** - To consider who will attend this year's event on behalf of Worplesdon Parish Council, assuming the offer of tickets is made.
- 35. Clerk's Report.**
- 36. Chairman's Report.**
- 37. Items for inclusion on future agendas** - To receive any suggestions from members.

Pursuant to the Admission to Meetings Act 1960 Section 1(2)a in view of the confidential nature of the following business members of the public and press were excluded from the meeting.

- 38. Negotiation of a further lease on Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX, in conjunction with consideration of the principle of an office at Hesters Yard, and the possibility of an alternative solution within the ward of Fairlands (not previously considered).**
- 39. Date of next Full Council meeting – Thursday 29 June 2023 - 19:30.**