



**Minutes of the Annual Meeting held in the
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX
at 7.30pm on Thursday 18 May 2023**

175-2023 - Present

Councillors:

Cllr G Adam, Cllr B Ahier, Cllr D Bird, Cllr P Cragg, Cllr N Crampin, Cllr B McShee (joined the meeting at 19:40), 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:

Cllr K Witham, Cllr Bill Akhtar, and Mr B McShee (until co-opted onto the Council).

176-2023 - Appointment of the Chairman for municipal year 2023/2024

It was proposed by Cllr G Adam, seconded by Cllr B Ahier that Cllr N Mitchell be appointed as Chairman. No other nominations being received, it was unanimously **RESOLVED** that Cllr N Mitchell be duly elected as Chairman of the Parish Council for the municipal year 2023/2024.

177-2023 - Chairman to sign Declaration of Acceptance of Office

Cllr N Mitchell duly signed his Declaration of Acceptance of Office form.

178-2023 - Declaration of Acceptance of Office forms all members

The Clerk confirmed that all members present had signed their Declaration of Acceptance of Office forms prior to commencement of the meeting.

It was proposed by Cllr G Adam, seconded by Cllr B Nagle, and unanimously **RESOLVED** that Cllr M Fance be permitted to sign his Declaration of Acceptance of Office form at or before the next Full Council meeting.

179-2023 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40

Apologies and reason for absence were received from Cllr M Fance. Apologies and reason for absence accepted.

Apologies were also received from borough councillors Honor Brooker and Philp Brooker.

180-2023 - Appointment of Vice-Chairman for the municipal year 2023/2024

It was proposed by Cllr J Messinger, seconded by Cllr T Wright, and unanimously **RESOLVED** that Cllr G Adam be elected as the Vice-Chairman. No other nominations being received, Cllr G Adam was elected as Vice-Chairman for the municipal year 2023/2024.

181-2023 - Register of Interests (term of office 2023 – 2027)

All councillors must complete their new Register of Interests and return them to the Clerk by **Tuesday 30 May 2023** at the very latest.

182-2023 - Consent to receive the meeting summons by email

All councillors present signed their consent forms.

183-2023 - 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**.

184-2023 - 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.

Mr Bob McShee had applied to join the Parish Council and his application details had been circulated to all Members via email in advance of the meeting. Bob advised that he had formerly been a parish councillor for almost 29 years and had subsequently been a borough councillor for 12 years. He would like to use his extensive knowledge of Worplesdon for the benefit of the Parish Council.

It was proposed by Cllr G Adam, seconded by Cllr N Mitchell, and unanimously **RESOLVED** that whilst the discussion took place regarding Mr McShee's suitability, all members of the public would be excluded from the room, as per Schedule 12A of the Public Bodies (Admission to Meetings) Act 1960.

At 19:38 the Assistant Clerk, Cllr K Witham, Cllr Bill Akhtar, and Mr McShee left the room – returning to the room at 19:39.

A vote then took place, at which Mr McShee was unanimously co-opted onto the Council. Cllr B McShee duly signed his Declaration of Acceptance of office form, and his consent to receive an electronic meeting summons form, was given his Welcome Pack and joined the meeting.

185-2023 - Public participation session – 10 minutes

No members of the public wished to address the Council.

186-2023 - Declaration of Disclosable Pecuniary Interests (DPIs) in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464

No declarations were made.

187-2023 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

Approved by the Full Council – 29 June 2023

188-2023 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

189-2023 - Declaration of gifts or hospitality over £50

No declarations were made.

190-2023 - Borough Councillor's report

Cllr Bill Akhtar gave the following report:

1. Guildford Borough Council – Cllr Julia McShane has been elected as the Leader of the Council. Cllr Tom Hunt has been elected as the Deputy Leader of the Council with eight other councillors being given portfolios.
2. The Guildford Conservative Group – Cllr P Brooker has been appointed as the Leader of the Conservative Group. Cllr Bill Akhtar has been appointed as the Deputy Leader of the Conservative Group.
3. Working together – As one of your newly elected councillors for the ward of Worplesdon, I would like to work with you. Please do approach me for any assistance required.
4. Tour of the Parish – Myself, Cllr H Brooker and Cllr P Brooker would like to accept the Clerk's offer of a Tour of the Parish. Date to be agreed as soon as practicable.

Cllr N Mitchell thanked Cllr Bill Akhtar for his report and wished him well in his new role.

191-2023 - County Councillor's report

Cllr K Witham gave the following report:

1. Your Fund Surrey – The Fairlands, Liddington Hall and Gravetts Lane Community Association (FLGCA) has been awarded a grant of £6,200 to enable solar panels to be fitted to the Community Centre. The Your Fund Surrey scheme has been expanded. Applications can now be submitted for grants over £1,000.
2. Police officers – Surrey Police – The number of serving police officers has increased by 421 to 2,256.
3. Electric Vehicle charging points – Surrey County Council has now installed 200 on street charging points.
4. Bus fares – the £2 single fare cap has been further extended by the Government. Safeguard did not participate in this scheme as their fares were already low.
5. Community Speed Watch (CSW) – I am happy to share details of the Parish Council's various Facebook posts.
6. Pavement resurfacing – Pavement resurfacing works are taking place in Frog Grove Lane, Gravetts Lane, and Dorrit Crescent.

Cllr N Mitchell thanked Cllr K Witham for his report.

[Cllr K Witham left the meeting at 19:50pm](#)

192-2023 - Eligibility to meet the prescribed conditions of the general power of competence – Localism Act 2011 s8(2) Statutory Instrument No: (SI 2012/965)

It was proposed by Cllr P Cragg, seconded by Cllr J Messinger, and unanimously **RESOLVED** that following the Elections the Parish Council is eligible to use the Power of Competence as it continues to meet the prescribed conditions which are:

- a) The number of members of the Council that have been declared to be elected, whether at ordinary elections or at a by-election is equal to or greater than two-thirds of the total number of members of the Council
- b) The Clerk to the Parish Council holds the Certificate in Local Council Administration

A further resolution confirming eligibility to use the Power of Competence will be required at the next relevant annual meeting (i.e. the date of the next ordinary elections in May 2027).

There are certain restrictions regarding the use of the Power of Competence being:

- The Parish Council has a duty to act with regard to crime and disorder (Crime and Disorder Act 1998)
- The Parish Council must comply with procedural and financial duties and laws i.e. H&S, FOI, data protection and employment law
- The Parish Council must abide by company law if it sets up a company or co-operative society
- If a principal authority has a statutory duty, it remains their duty to provide that service e.g. education.

193-2023 - Minutes of the previous meetings

It was proposed by Cllr J Snowball, seconded by Cllr D Bird, and unanimously **RESOLVED** that the minutes of the Annual Parish Assembly held 24 March 2023 be approved and signed by the Chairman as a true record.

It was proposed by Cllr G Adam, seconded by Cllr P Cragg, and unanimously **RESOLVED** that the minutes of the Full Council meeting held 6 April 2023 be approved and signed by the Chairman as a true record.

It was proposed by Cllr C Riley, seconded by Cllr M Price, and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 27 April 2023 be approved and signed by the Chairman as a true record.

194-2023 - Election of the Planning/General Purposes and Finance Committee

The following Members were appointed to the Planning/General Purposes and Finance Committee for the municipal year 2023/2024:

- Cllr N Mitchell (as ex-officio member – Fairlands Ward)
- Cllr G Adam (as ex-officio member – Fairlands Ward)
- Cllr B Ahier (Fairlands Ward)
- Cllr J Messinger (Perry Hill Ward)
- Cllr D Bird (Wood Street Ward)
- Cllr P Cragg (Wood Street Ward)
- Cllr T Wright (Wood Street Ward)
- Cllr M Price (Jacobs Well Ward)

Cllr B Nagle and Cllr J Snowball were appointed as substitute members.

195-2023 - Election of the Staffing Committee

The following Members were appointed to the Staffing Committee for the municipal year 2023/2024:

- Cllr G Adam (as ex-officio member - Fairlands Ward)
- Cllr C Riley (Wood Street Ward)
- Cllr M Fance (Perry Hill Ward)
- Cllr M Price (Jacobs Well Ward)
- Cllr B McShee (Fairlands Ward)

Cllr N Crampin and Cllr P Cragg were appointed as substitute members.

196-2023 - Staffing Committee meeting to be held 10 July 2023

It was proposed that the Staffing Committee meeting be held 10 July 2023 at 19:00. The meeting to review the pay and conditions of service of existing employees, appointment of a Groundsperson (part-time) and other relevant topics.

197-2023 - Governance Risk Assessment

It was proposed by Cllr G Adam, seconded by Cllr P Cragg, and unanimously **RESOLVED** that the updated Governance Risk Assessment (date change only) be approved and accepted.

198-2023 - 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 P Cragg, seconded by Cllr D Bird, and unanimously **RESOLVED** that payments to the value of £25,050.63 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

Table 1: Proposed list of payments 18.5.2023

Code	Date	Description	Supplier	Net	VAT	Total
Parish office - Unit 2 Saxton	27/04/2023	Business rates - Parish Office	Guildford Borough Council	887.00	0.00	887.00
Community Car Park	27/04/2023	Business rates - Community Car Park	Guildford Borough Council	101.00	0.00	101.00
Establishment Charges	27/04/2023	Printer paper	Dhothar Shoes UK	76.62	15.33	91.95
Revenue Costs Works Vehicle	27/04/2023	Car wash	Guildford Car Wash	28.00	0.00	28.00
Chairman's Allowance	27/04/2023	Greetings card	Tesco	2.60	0.00	2.60
Staff Costs	27/04/2023	Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's	Staff Costs	11,477.09	0.00	11,477.09
Staff mileage	27/04/2023	Mileage	Mrs G F White	16.25	0.00	16.25
Establishment Charges	28/04/2023	Data Protection Act - Annual Fee	Information Commissioner's Office	35.00	0.00	35.00
Parish office - Unit 2 Saxton	28/04/2023	Water and sewerage charge - Unit 2 Saxton - May 2023	Castle Water	22.63	1.13	23.76
Parish office - Unit 2 Saxton	25/04/2023	Gas - Unit 2 Saxton - 21.03.23 -31.03.23	British Gas	71.97	3.60	75.57
IT budget	02/05/2023	BT Business Mobile Broadband	BT PLC	7.16	1.43	8.59
Land Management	02/05/2023	No Horses Sign x 1	The Sign Shed	13.80	2.76	16.56
Establishment Charges	03/05/2023	Copies of Parish Map	Repoint	196.74	39.35	236.09

Code	Date	Description	Supplier	Net	VAT	Total
Playground Repairs	03/05/2023	Inspection of Typhoon	Hags-SMP Ltd	2,654.43	530.89	3,185.32
King Charles III - Coronation	03/05/2023	Grant - FLGCA Kings Coronation Community Event	Fairlands, Liddington Hall and Gravetts Lane Community Association	400.00	0.00	400.00
Grass Cutting	03/05/2023	Grass cutting - Month 3 2023	Holly Landscape and Training	1,376.93	275.39	1,652.32
Land Management	04/05/2023	Materials	B&Q	59.17	11.83	71.00
Land Management	04/05/2023	Materials	Wickes	5.83	1.17	7.00
IT budget	05/05/2023	External back-up - May 2023	RISC IT	36.00	7.20	43.20
Parish Office	05/05/2023	Superglue	Tesco	3.15	0.00	3.15
Establishment Charges	05/05/2023	2 x Camping Chairs for Parish Events	Tesco	18.00	0.00	18.00
Revenue Costs Works Vehicle	01/05/2023	Service plan - 31st instalment of 36	PlanMyService LLP	27.55	0.00	27.55
Establishment Charges	05/05/2023	Prizes for Coronation Event	Sainsburys	5.00	0.00	5.00
Parish office - Unit 2 Saxton	05/05/2023	Electricity - 2 Saxton - May 2023	EDF Energy Ltd	224.76	11.24	236.00
Land Management	10/05/2023	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	31.84	6.37	38.21
Land Management	10/05/2023	Hire of storage container MW - May 2023	Activate Learning	75.00	0.00	75.00
Playground Repairs	10/05/2023	Post installation inspection - Worpleston	Playsafety Ltd	415.00	83.00	498.00
Ward Improvements	10/05/2023	Replacement glass panes for phone kiosk in Frog Grove Lane	R F Pidgeon	56.98	0.00	56.98
Parish office - Unit 2 Saxton	10/05/2023	External window cleaning	Trevor Porter Window Cleaning Service	36.00	0.00	36.00
Replacement white gate - JW Recreation Ground	10/05/2023	Supply and installation of new gate barrier at White House Lane, Jacobs Well	T J Hunt (Contracting) Ltd	3,436.00	687.20	4,123.20
Land Management	10/05/2023	Maintenance - Flower border - Fairlands	Nigel Jefferies Landscapes Ltd	138.00	27.60	165.60
Land Management	14/04/2023	6 x Plaques for Trees	1st4Signs - Etsy	201.55	0.00	201.55
Audit Fees	11/05/2023	Internal Audit 2022-23	Mulberry & Co	168.00	33.60	201.60
Land Management	11/05/2023	10 x Gate Keys for Jacobs Well Replacement Gate	Guildford Lock and Safe	150.00	30.00	180.00
Parish office - Unit 2 Saxton	16/05/2023	CCTV Drainage Survey	ASL Limited Drainage Services	135.00	27.00	162.00
Concurrent Functions Grant Aid	16/05/2023	Install three new notice boards, removal and disposal of old notice boards	Stephen Gunner	450.00	0.00	450.00
IT budget	16/05/2023	OnePhone - phone charges - including mobile data	BT PLC	168.19	33.64	201.83
Christmas trees/lights WS, Perry Hill	17/05/2023	Electrical supply Perry Hill Green - 01.04.23 - 01.05.23	British Gas	12.06	0.60	12.66
Total				23,220.30	1,830.33	25,050.63

b) Bank reconciliations for March 2023 and April 2023

The Finance Officer (FO) had prepared the bank reconciliations for March and April 2023 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 D Bird, seconded by Cllr G Adam, and unanimously **RESOLVED** that the bank reconciliations be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendices 1 and 2 – March and April 2023 bank reconciliations

c) Monthly budget reports for March 2023 and April 2023

The FO had prepared the budget reports for March and April 2023 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 T Wright, seconded by Cllr J Snowball, and unanimously **RESOLVED** that the budget reports be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendices 3 and 4 – March and April 2023 budget reports

d) Quarterly financial check 21 April 2023

Cllr G Adam advised that he had carried out the quarterly financial check on 21 April 2023. The financial records are in good order and there were no queries.

It was proposed by Cllr B Nagle, seconded by Cllr B Ahier, and unanimously **RESOLVED** that the report be approved and accepted.

e) Appointment of a councillor (and a reserve) to undertake the quarterly financial inspections - March, June, September, and December.

It was proposed by Cllr G Adam, seconded by Cllr J Messinger, and unanimously **RESOLVED** that Cllr M Price be appointed to undertake the quarterly financial checks for 2023/2024. Cllr T Wright was appointed as the reserve Member.

Cllr G Adam was thanked for all his efforts with this task over many years.

f) Dual authentication – payments by officers

Dual authentication has been set up on the Co-operative Bank Account but needs to be set up on the Metro, Unity Trust Bank, and Skipton accounts. As each of the financial institutions have different procedures, it was felt sensible to review the wording for the Standing Orders and Financial Regulations after the various dual authentication procedures have been set up.

This item was deferred until the next Full Council meeting.

g) Letter of Engagement – Annual Audit – Mulberry & Co

It was proposed by Cllr P Cragg, seconded by Cllr D Bird, and unanimously **RESOLVED** 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

The Internal Audit was undertaken by Mr Andy Beams on 10 May 2023. A copy of the full report is below:

Executive summary

Following completion of our year-end internal audit on 10 May 2023 we enclose our report for your kind attention and presentation to the council. This report should be considered alongside the interim audit report issued following our interim audit on 16 November 2022. The audits were 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. 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 organization 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, who has over 30 years’ experience in the financial sector with the last 13 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the

council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

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.

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Interim Audit - Points Carried Forward

Audit Point	Audit Findings	Council comments on actions taken since interim visit
None		

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check that the council's Financial Regulations are being routinely followed.

Sample testing of invoices and payments was completed at the interim audit, and I am satisfied that the council continues to follow its adopted Financial Regulations.

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £8.82 per elector. The council has adopted the General Power of Competence (GPC) and the section 137 thresholds do not apply. The council is reminded that after each scheduled election, the council must declare its eligibility and re-adopt the GPC, recording this within the minutes of the meeting.

Confirm that checks of the accounts are made by a councillor.

The system noted above, and the interim internal audit checks, detail internal review takes place, and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

“We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.”

The Clerk confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

At the end of the financial year, the council held £113,914 in earmarked reserves (EMR), spread across a range of clearly identifiable projects. I checked the purpose of these EMRs with the Clerk

and am satisfied they are all for legitimate future planned projects of the council.

The council also held £132,463 in the general reserve at the end of the financial year.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states '*the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure*' (para 5.33).

The general reserve balance is within the recommended range.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

I reviewed the total figure being included within box 4 (staff costs) on the Annual Governance and Accountability Return (AGAR) and confirmed that this includes only salary payments, HMRC payments and pension contributions.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) on the AGAR and was able to trace the changes to the previous year's total against the asset register.

The council has no borrowing nor long-term investments.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

I reviewed the March 2023 bank reconciliation and was able to confirm the balances to the bank statements and found no errors.

The council has opened a range of accounts with different banks to maximise the protection limit offered by the Financial Services Compensation Scheme (FSCS).

J. YEAR END ACCOUNTS

Internal audit requirement

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.

Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting. **COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ANNUAL ACCOUNTS).**

Section 1 – Annual Governance Statement

Based on the internal audit finding I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	<i>'Yes', means that this authority</i>	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2021/22 year- end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external

	Annual Governance Statement	<i>'Yes', means that this authority</i>	Suggested response based on evidence
	manage those risks, including the introduction of internal controls and/or external insurance cover where required.		insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no trusts

**Section 2 – Accounting
Statements**

AGAR box number		2021/22	2022/23	Internal Auditor notes
1	Balances brought forward	251,453	228,194	Agrees to 2021/22 carry forward (box 7)
2	Precept or rates and levies	256,856	276,900	Figure confirmed to central records
3	Total other receipts	28,725	20,824	Agrees to underlying records
4	Staff costs	106,674	130,000	Agrees to underlying records
5	Loan interest/capital repayments	0	0	Council has no borrowing
6	All other payments	202,166	149,540	Agrees to underlying records
7	Balances carried forward	228,194	246,378	Casts correctly and agrees to balance sheet
8	Total value of cash and short- term investments	246,482	252,576	Agrees to bank reconciliation
9	Total fixed assets plus long- term investments and assets	617,493	619,717	Matches asset register
10	Total borrowings	0	0	Council has no borrowing
1a	Disclosure note re Trust Funds (including charitable)	N/A	NO	No – the council is not a sole trustee
1b	Disclosure note re Trust Funds (including charitable)		N/A	N/A – the council is not a sole trustee

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with the box 7 and 8 reconciliation explained using the accounting records. I tested the debtors, creditors and accruals with the Clerk and am satisfied that these are all legitimately posted to the accounts.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2021/22.

The variance analysis has been completed to explain the variances exceeding 15% where required, and in my opinion, contains sufficient narrative and quantitative information for the External Auditor.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

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. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")

Audit findings

The council did not certify itself exempt in 2021/22 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

Audit findings

This internal control objective has changed since last year. Where previously it related to the relevant Transparency Codes, a council with annual turnover exceeding £25,000 was recommended to follow the Local Government Transparency Code 2015, but it was not a statutory requirement.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority’s website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor’s Report and Certificate) of the AGAR are available for review on the council website for the last five years.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2021/22 Actual	2022/23 Proposed
Date AGAR signed by council	19 May 2022	18 May 2023
Date inspection notice issued	10 June 2022	2 June 2023
Inspection period begins	13 June 2022	5 June 2023
Inspection period ends	22 July 2022	14 July 2023
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	Yes	Yes

I am satisfied the requirements of this control objective were met for 2021/22, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

I was able to confirm that the proposed dates for 2022/23 meet the statutory requirements.

Achievement of control assertions at year-end audit date

Based on the tests conducted during the year-end audit, our conclusions on the achievement of the internal control objectives are summarised in the table below and are reflected in the completion of the Annual Internal Audit Report within the 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	✓		
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 "not covered")</i>			✓
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
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 (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
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.			✓

It was proposed by Cllr G Adam, seconded by Cllr N Crampin, and unanimously **RESOLVED** that the Internal Auditor’s report be approved and accepted.

i) To review the Council’s insurance policy

The Council’s current three-year contract is coming to an end. The sums assured had recently been re-evaluated and were considered appropriate at that time. It was agreed that the sums assured would be reassessed in June, when the Council will be required to go out to tender for a new three-year contract. The council will approach BHIB, Came & Co and Zurich in the first instance.

j) To review the effectiveness of the Council’s system of internal controls

Regulation 5(1) of the Accounts and Audit Regulations 2015 imposes a duty on local councils to ‘undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal audit standards or guidance’. For parish and town councils, this guidance is set out in the NALC publication “Governance and Accountability for Smaller Authorities in England”.

The purpose of internal audit is to review and report to the Council whether its systems of financial and other internal controls over its activities and operating procedures are effective.

The year-end audit was carried out by Andy Beams on 10 May 2023. A copy of Mr Beam’s comprehensive report was issued to all members, via email, on 11 May 2023.

On 18 May 2023 Members undertook a review of the effectiveness of the Internal Audit as follows:

Scope of Internal Audit – Terms of Reference issued 17 August 2021 and approved by the Council - Minute number 319-2021(e) refers. Terms of reference define audit responsibilities in relation to fraud.

The internal audit takes into account risk management processes and wider internal control. Internal audit covers:

- Books of Account
- Financial regulations, governance, and payments
- Risk management and insurance (including disaster recovery plans)
- The budget and budget process, precept, and reserves
- Income/VAT
- Petty cash (not operated)
- Payroll
- Assets and investments

- Bank reconciliations and cash-in-hand
- Year-end accounts (income and expenditure basis)
- Limited assurance review
- Transparency
- Exercise of public rights – inspection of accounts
- Publication requirements (Transparency Act 2015)
- Trusteeship (if applicable).

Responsibility for the Council’s internal controls (safeguarding systems in place for the prevention and detection of fraud, error, and non-compliance) remains, however, with the Council.

Independence – Internal Auditor has direct access to those charged with governance. Auditing is carried out by Mark Mulberry/Andy Beams of Mulberry & Co with written reports presented to the Council. Auditors do not have any other role within the Council.

Competence – The internal auditors are qualified chartered accountants trained to a high standard who are familiar with the local government sector. Their work is carried out ethically, with integrity and objectivity.

Relationships – Responsible Financial Officer and all councillors consulted on the Internal Audit Plan, issued annually, which details the scope of each audit. Evidence is on audit files. Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.

The responsibilities of the council Members are understood, and the training of Members is carried out as necessary. Members are appointed on an annual basis to carry out the quarterly financial checks.

Audit Planning and reporting – The Audit Plan properly takes account of corporate risk. The Audit Plan has been approved by the Council. Internal Audit is reported in accordance with the approved Audit Plan.

Internal audit work is planned and is based on risk assessment and designed to meet the Council’s governance assurance needs.

Understanding the whole organisation, its needs and objectives – The Annual Audit Plan demonstrates how audit work will provide assurance in relation to the Council’s governance risk assessment.

Catalyst for change – The Internal Auditor offers a supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.

Add value and assist the organisation in achieving its objectives – Demonstrated through positive management responses to recommendations and follow up action, where called for.

Forward looking – Identifying risks and formulating the annual Audit Plan. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.

Challenging – Internal audit focuses on risk and encourages members to develop their own responses to risks.

Correct resources available – Full documentation is provided to enable the internal auditor to complete the audit. Internal auditor understands the body and the legal and corporate framework in which it operates.

It was proposed by Cllr P Cragg, seconded by Cllr B Nagle, and unanimously **resolved** that the review of the effectiveness of the Council's internal control including management of risk be approved.

k) To review and approve the earmarked reserves for 2022/2023

Details of the year-end earmarked reserves, amounting to £113,914.73, had been issued to all members, via email, 14 days in advance of the meeting. These figures were included in the Balance Sheet for the financial year 2022/2023.

It was proposed by Cllr M Price, seconded by Cllr D Bird, and unanimously **RESOLVED** that the earmarked reserves for 2022/2023, as per the Balance Sheet, be approved.

l) To review and approve the general reserves for 2022/2023

General reserves may be used throughout the year for contingency/emergency purposes. Unexpected projects invariably arise during the year.

As per the Balance Sheet, the general reserves for 2022/2023 amounted to £132,463.12

It was proposed by Cllr P Cragg, seconded by Cllr J Snowball, and unanimously **RESOLVED** that the general reserves for 2022/2023, as per the Balance Sheet, be approved.

m) To receive and approve the Asset Register for the financial year ended 31.3.2023

A copy of the Asset Register for 31 March 2023, showing assets of £619,717.48, had been circulated to all members 14 days in advance of the meeting. It was proposed by Cllr P Cragg, seconded by Cllr C Riley, and unanimously **RESOLVED** that the Asset Register for 31.3.2023 be approved.

n) To receive and approve the Annual Accounts 2022/2023

The accounts had been emailed to all members 14 days in advance of the meeting. The accounts had been checked, and verified as accurate, by the Internal Auditor, during the internal audit held 10 May 2023. It was proposed by Cllr G Adam, seconded by Cllr T Wright, and **RESOLVED** that the 2022/2023 accounts be approved.

o) To receive and approve the Section 1 of the Annual Governance and Accountability Return (AGAR) - The Annual Accounting Statements for the year ended 31 March 2023

The Annual Governance and Accountability Return (AGAR) had had been circulated to all members via email 14 days prior to the meeting.

The Clerk read out the governance statements to the meeting. Members responses to the governance statements as follows:

Table 2 Section 1 of the AGAR (Annual Governance Statement)

Ref	Question	Response
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Yes
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes
7	We took appropriate action on all matters raised in reports from internal and external audit.	Yes
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	Yes
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	Yes

It was proposed by Cllr D Bird, seconded by Cllr B Ahier, and unanimously **RESOLVED** that 'Section 1 - The Annual Governance Statement for 2022/2023' (AGAR) be approved.

The Chairman and Responsible Financial Officer then signed Section 1 of the AGAR.

p) Section 2 (AGAR) – The Accounting Statements for 2022/2023

It was proposed by Cllr B Nagle, seconded Cllr J Snowball, and unanimously **RESOLVED** that 'Section 2 of the AGAR – The Accounting Statements for 2022/2023' be approved. This section had been signed by the

Responsible Financial Officer (RFO) in advance of the meeting. The Chairman then countersigned Section 2 of the AGAR.

Appendix 5 – Section 2 of the AGAR for 2022/2023

q) Concurrent Functions Grant Aid 2023/2024

The Clerk had suggested upgrading the toddler swing frame in the Worplesdon play area, which at 40+ years of age, is reaching the end of its life expectancy. This may require the current fencing to be relocated due to the increase in free fall areas around play equipment.

This item is to be on the agenda of the next Planning/General Purposes and Finance Committee meeting for further consideration.

r) VAT return 1.1.23 – 31.3.23

A VAT refund of £3,423.34 had been received from HMRC (His Majesty's Revenue and Customs)

s) End of Year Pension Return submitted to Surrey County Council

The end-of-year pension return had been submitted to Surrey County Council on 13 April 2023.

t) Annual tree inspection - survey fee (specialist company)

A quotation had been obtained from Dryad Tree Specialists Ltd.

It was proposed by Cllr G Adam, seconded by Cllr P Cragg, and unanimously **RESOLVED** that the quotation amounting to £1,800 & VAT, for a walkover survey of all seven sites within the Parish, be approved.

Power to spend: OSA 1906, ss 9 and 10

u) Replacement railway sleepers Wood Street Village Community Car Park – H&S issue

It was proposed by Cllr B Nagle, seconded by Cllr T Wright, and unanimously **RESOLVED** that the cost of replacing the existing rotten wooden railway sleepers (situated down the centre of the car park) with back-to-back concrete kerbs be ratified. Total cost £4,962 & VAT.

Power to spend: Road Traffic Regulation Act 1984, s.57(1)(b)

v) 1st instalment precept 2023/2024

An online payment of £156,874.50 was received from Guildford Borough Council on 12 April 2023.

199-2023 - Grant Aid and Event application forms

The Clerk had reviewed, updated, and circulated the grant aid application and event application forms, via email, in advance of the meeting.

It was proposed by Cllr J Snowball, seconded by Cllr D Bird, and unanimously **RESOLVED** that the updated forms be approved.

200-2023 - Land Management/H&S 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 27.02.23, 07.03.23, 13.03.23, 20.03.23, 27.03.23, 28.03.23, and 03.04.23.

Monthly Health and Safety Reports

The monthly inspections took place on 20.02.23, 21.02.23, 23.02.23, 28.02.23, 21.03.23, and 22.03.23.

Completion of works:

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

- Fitted a 'No horse riding' sign onto the back of the Wood Street Village Green noticeboard.
- Cleared a blockage in the brook at Brookside, Jacobs Well.
- Taken the van to have new tyres fitted.
- Sealed the concrete beneath the WW1 memorial bench in Harry's Meadow, Jacobs Well.
- Cleaned the bus shelter on Woking Road.
- Fitted a new bolt assembly to the frog play panel in Jacobs Well play area.
- Inspected damage to the bus shelter opposite Coombe Lane and provided measurements to the Clerk.
- Installed a sign for the MUGA at Worplesdon Memorial Hall play area.
- Collected and disposed of 20 bags of rubbish from a resident who had undertaken a litter pick.
- Re-straightened the tree guard on the memorial tree adjacent to Wood Street Village Pond following ASB/attempted theft.
- Returned the gas cylinders to the office for immediate collection by the gas provider from Mayford.
- Laid turf in front of the Wood Street Village Post Office noticeboard to address trip hazard concerns.
- Laid turf in front of the Fairlands shops bench to address slip concerns.
- Erected tick warning posters in Jacobs Well.
- Made safe the exposed pin in the railway sleeper at Wood Street Village Community Car Park) reported to the Assistant Clerk as a Health and Safety concern)
- Removed the graffiti on the play equipment in Fairlands play area.
- Repainted the wooden bus shelter on Aldershot Road (between Fairlands and Gravetts Lane).
- Repainted the white lines at Wood Street Village Community Car Park.
- Erected posters at the Wood Street Village Community Car Park explaining about the works which will be undertaken during w/c 17.04.23.
- Repaired a horizontal panel on the wooden multiplay unit at Jacobs Well play area by removing the rot and filing down the raw edges.
- Reported that persons unknown had tried to start a fire on the wetpour beneath the Typhoon at Worplesdon Memorial play area.
- Cut the grass around the Jacobs Well War Memorial on Queenhythe Road, Derek Slaymaker's memorial bench, and around the WW1 memorial bench in Harry's Meadow.

The Clerk has:

- Ordered the wild flower/yellow rattle seed mix for Harry's Meadow trial areas.

The Assistant Clerk has:

- Booked NRSWA training for the Head Groundsman to attend (15 May 2023).
- Ordered replacement bolt assemblies for the frog play panel in Jacobs Well play area.
- Reported concerns relating to tree bark on multiple trees at Pitch Place Green to the annual tree inspector.
- Compiled a COSHH report of related items stored in the shipping container and also in the parish vehicle.
- Reported the graffiti vandalism of the play equipment at Fairlands play area to Surrey Police.

- Reported the damaged fencing outside Worplesdon Memorial Hall to SCC.
- Coordinated the repairs to the Typhoon at Worplesdon Memorial play area.
- Asked Dryad to inspect trees at Pitch Place Green to assess their integrity following reports of significant bark deterioration by the Clerk and Head Groundsman [Horse chestnut canker – to be reinspected during 2023 annual inspection].
- Instructed The Play Inspection Co Ltd to undertake a high-level post-installation inspection of the Typhoon at Worplesdon Memorial Hall play area following remedial works.

Contractors have:

- Undertaken repairs to the Typhoon (at Worplesdon Play Area).
- Installed replacement posts at Perry Hill Green [awaiting DigDat utilities data].

Work agreed with contractors/volunteers:

- Commemorative bench for Wood Street Village Green.
- Base for commemorative bench for Wood Street Village Green.
- Car park repairs to be undertaken at Wood Street Village Community Car Park.
- 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.
- Replacement barrier ('white gate') for White House Lane.

Quotations obtained for:

- Repairs to wet pour at Worplesdon Memorial play area [highlighted as a trip hazard].
- Removal through hand-pulling of bullrushes and crassula from White House Pond, Jacobs Well [postponed until Winter 2023/24].

Quotations required for:

- Replacement bench at Fairlands shops.

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.
 - Damaged bench slat at Fairlands shops requires replacement (due to repeated damage, consider replacement of bench).
 - Assistant Clerk and Head Groundsman to create an inventory of items stored in the shipping container.
 - Height signage to be affixed to the height barrier at Jacobs Well Recreation Ground.
- Groundsman's/Clerk's Observations:
- The Head Groundsman observed that the newly repaired knee rail fencing opposite Merrist Wood, Holly Lane had been damaged again.
 - The Head Groundsman observed that a bench slat on the bench outside the Fairlands shops had been damaged beyond repair. It was made safe and removed pending replacement of the slat or bench.
 - The Assistant Clerk observed a trip hazard in front of the noticeboard at Wood Street Village Post office in the turf repair undertaken by the Head Groundsman. The Head Groundsman remedied this immediately.
 - The Head Groundsman has observed that roofing contractors working on the Taylor Wimpey, Keens Lane development have been dropping debris on to Pitch Place Green. This has been highlighted to the site manager however the debris has yet to be removed.
 - The duck sign from Wood Street Village Pond has been removed by persons unknown.
 - The Groundsman has observed that a fallen tree near Pound Lane, Wood Street Village had been moved over the watercourse. He will remove it at the earliest opportunity.
 - The Head Groundsman will directly contact the quarterly play inspector with regards to the findings of the most recent report, in respect of the two 'whizzers' located at Worplesdon Memorial Hall.
 - The vehicle ruts at the Honda garage side of Pitch Place Green are now significant enough to cause a trip

hazard. These to be reported to Surrey County Council by the Assistant Clerk.

It was proposed by Cllr D Bird, seconded by Cllr B Nagle, and unanimously **RESOLVED** that the Land Management/H&S Report be approved and accepted.

201-2023 - 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.

RESOLVED: that the Parish Council support this application with the comment that there appears to be no disabled access to the first floor.

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

RESOLVED: that the Parish Council enquire whether there will be sufficient off-street parking available.

Cllr B Nagle left the room at 20:57

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.

RESOLVED: that the Parish Council inform the Local Planning Authority that a new large building has recently been erected in the rear garden.

Cllr B Nagle returned to the room at 20:58

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.

RESOLVED: leave to planners.

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).

RESOLVED: application already approved by the Local Planning Authority.

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

RESOLVED: leave to planners.

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.

RESOLVED: leave to planners.

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.

RESOLVED: leave to planners.

Planning Application No: 23/P/00572 - Whitley 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).

RESOLVED: leave to planners.

202-2023 - 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.

The Chairman called a fifteen-minute comfort break at 21:10. The meeting was reconvened at 21:25.

[Cllr Bill Akhtar left the meeting at 21:25.](#)

203-2023 - Parish Representatives – Annual reports

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

Fairwood Helpers

I have continued to attend meetings of the Fairwood helpers committee over the past year, usually quarterly. In addition, I attended the AGM which was a 25th anniversary celebration and took place on Saturday, 13th May at St Albans Church Hall.

Susan Harris, the chair, reported that there has been a drop in the number of requests for lifts, partly because people are having fewer face-to-face doctors' appointments. However, there are more hospital and clinic appointments sometimes involving longer journeys such as to Milford, Cranleigh or further afield.

A new telephone system, which can be operated on individual iPhones and tablets is proving successful for the volunteer duty officers. Free frozen food continues to be provided by "Cook" and this can be given to people

known to use Fairwood Helpers services, but also anyone who is referred as needing a frozen meal, for example on returning home from hospital.

At the 25th anniversary celebration founder members John Barton and David Hypher were invited to cut the celebration cake and afternoon tea was enjoyed by about 35 people.

Fairwood Helpers - A Good Neighbour Group

Fairwood Helpers is a voluntary car group for people in the local area to use for medical appointments of any kind, be it chiropody, opticians, dentist, doctors or hospital appointments. That is the core of our work, but we also give help if we can for other tasks, shopping for housebound, fetching prescriptions or to take people to visit relatives in hospital for example. People using our service give a contribution to cover running costs of the car, based on 45 pence a mile as set by national guidelines.

We kept open during Lockdown but of course we were not giving people lifts anywhere. However, we were needed to get shopping and deliver prescriptions and phone people who were living on their own.

Anyone needing help can call our number 01483 237619 on a weekday between 10am and 12 noon when someone is manning the phone. However, a call can be made at any time out of these hours and a voice mail will be sent to the next person on duty who will deal with the request. In that case, please leave your name and telephone number so that we can call you back.

This is our 25th year of operation and during this time we have completed over 12,000 “jobs,” and we hope this will continue long into the future.

Cllr N Mitchell had provided the following written reports, which had been circulated to all Members in advance of the meeting.

Speed Data Recorder

Deployments by Surrey Safer Camera Partnership continue with equipment supplied by the Parish Council (batteries) across the parish. The results are distributed to all councillors.

SALC (Surrey Association of Local Councils)

As reported in the Chairman’s reports dated 2 November 2022.

AGM date 13 October 2023 at 10:30am. Venue and content to be advised.

Fairlands, Liddington Hall and Gravetts Lane Community Association (FLGCA)

Regular meetings with the FLGCA Management Committee continue on a two monthly rotation.

Attended meetings as reported in the Chairman’s reports dated 10 August, 28 September, 22 February, and 6 April 2023.

Flood Forum

As reported in the Chairman’s reports dated 30 June, 10 August, 28 September (Flood Action Group), and 14 December 2022.

Next walkabout Wood Street Village at 10am 14 July

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

Worplesdon Parish Charities

With the continuing 'red tape' with regards to personnel data and the difficulties around encouraging residents to apply for financial assistance from the Charity, it was decided that the Worplesdon United Charities would amalgamate with the St Marys Church 'Good Samaritan Fund'. The Rector of the church, has according to the original documents of the WUC, always been the main Trustee and so it seemed the correct decision to amalgamate the two Charities.

The process is nearing completion with the Charities Commission. Sadly, as the amalgamation was not completed by Christmas 2022, no gifts were distributed, but this will be rectified once the two Charities become one.

Jacobs Well Residents Association (JWRA)

The JWRA has been in existence for over 50 years, during which time it has organised many social events, e.g. May Day Fayre, on behalf of the residents of the village, as well as producing a monthly newsletter, which is distributed to every household by local volunteers.

Like a lot of organisations, the Covid pandemic had an impact on the activities of the JWRA, and since then there has been a lack of support for the events that the Association used to organise to the extent that no events have been held during the past year.

Due to a lack of support at the AGM in October 2022 it was decided to hold an Extraordinary General Meeting, (at which all the villagers were invited to attend), to see if it was possible to form a new committee, failing which the Association would be dissolved. At the present time these discussions are ongoing.

204-2023 - Deployment of the Community SpeedWatch (CSW)

Cllr N Mitchell had provided the following written report, which had been circulated to all Members in advance of the meeting.

Deployments continue throughout the parish and my thanks to Cllrs Ahier, Fance, Price, and Wright for their assistance. Special thanks to Bill and Gill Ibbs and Rupert Baker for their volunteering at deployments.

There have been 13 deployments this year so far, but unfortunately due to the weather there have also been 6 cancelled deployments.

The percentage of offences is reducing from 3% to 2.4% demonstrating that we are having an effect.

This year we have established a new deployment site on Holly Lane, which is providing interesting results.

Analysis of the deployments indicates that we are having an impact on speeding in the parish.

A good working relationship with Surrey Police has been achieved through our deployments and reporting of offences.

205-2023 - Unauthorised Encampment – Annual Inspection Review

Cllr N Mitchell had undertaken a desktop study on 23 April 2023.

Note: A small incursion of 6 vehicles and caravans would require an area of 200m² of land for parking and access.

Location	Comment
Nevins Copse	No action required as the likelihood of incursion is low due to location and access from main roads A barrier to the common has been installed by SWT

Location	Comment
	<p>A gate has been reinstated by Cheesmans to their property Both of these actions are additional protection to the copse Vehicle incursion – Probability Low Pedestrian incursion – Probability High</p>
Jacobs Well Recreation Ground	<p>Site secured by a height barrier and ditch which restrict access. Incursion unlikely due to location and access route. The definition of a parking area may attract overnight parking of small vehicles White gate from Woking Road access to be upgraded to a high security gate during 2023. Installed week commencing 1 May, keys provided to residents Probability – Low</p>
Jacobs Well Playground	<p>Unlikely to be viewed as a possible location for caravan Insufficient area based on the note above Probability – Low</p>
Harry’s Meadow	<p>Site secured by a combination of padlocked gates, height barriers and kerbs. Gates and padlocks checked. This site has been inspected by Travellers during previous years Open mesh has been placed behind the gate at the southern end of the meadow Debris in ditch between the well and the timber post and rail fence plus dense vegetation on both sides of the fence is likely to deter access. Probability – Medium</p>
Pitch Place Green	<p>Secured by security gate, drop bollards and concrete filled metal posts. Ground condition – Good Work by Taylor Wimpey on the Keens Lane development makes the western edge of the green less likely as a possible encampment location. Probability - Low</p>
Perry Hill Green	<p>Incursion possible, levels across the green fall to southwest corner Ground condition - Good Probability – Low</p>
Coombe Lane	<p>Insufficient space based on above note Ground condition – cut grass, tree bollards and thick ground cover Ground Condition - Good Probability - Low</p>
Wood Street Village Green	<p>No protection as agreed with local parishioners’</p>

Location	Comment
	<p>Ground Condition - Wet</p> <p>Probability – Medium/low because of being overseen from multiple positions</p> <p><i>Local Councillors should be aware of the wording of the notice to be given to Travellers on arrival.</i></p> <p>There was a 3-day incursion during 2022 the travellers moved on as they said they would. No damage occurred</p>
Wood Street Car Park	<p>Protection in place</p> <p>Incursion unlikely</p> <p>Probability - Low</p>
Wood Street Green – Triangular section	<p>No protection as agreed with local parishioners’</p> <p>Timber posts have been replaced, and these restrict the access from Pound Lane.</p> <p><i>Note for May fare and WSV Horticultural Society show. Road to the side of the triangle in poor condition</i></p> <p>SCC have offered to install concrete barriers in 2020 which was rejected by the local residents. SCC may be reluctant to help promptly with future incursions.</p> <p>Ground conditions – Good with large areas of tall grass and plants for biodiversity</p> <p>Probability - High</p>
Wood Street Cricket Ground	<p>Incursion possible but limited to the car park area outside of the cricket ground.</p> <p>Access road in extremely poor condition due to traffic to the reclamation yard to the west of the cricket ground.</p> <p>Probability - Low</p>
Fairlands Playground	<p>Unlikely to be viewed as a possible location for caravan</p> <p>Available space less than the area in the note above</p> <p>FLGCA have installed a 2.1m high barrier at the side of the building and two large logs where the trees have been cut down</p> <p>Probability - Low</p>
Worplesdon Memorial Hall Playground	<p>Unlikely to be viewed as a possible location for caravan</p> <p>Available space less than the area in the note above</p> <p>Protection from the height barrier installed by WPC and gifted to Memorial Hall Trustees</p> <p>Probability - Low</p>

206-2023 - Appointment of Parish Representatives (2023/2024)

The following councillors were appointed as the Parish Representatives for the municipal year 2023/24.

Organisation	Parish Representative
Fairwood Helpers	Cllr B Ahier
JWRA - Jacobs Well Residents’ Association	Cllr M Price

Organisation	Parish Representative
FLGCA - Fairlands, Liddington Hall and Gravetts Lane Community Association	Cllr N Mitchell
SALC - Surrey Association of Local Councils	Cllr N Mitchell
Worplesdon Flood Forum	Cllr N Mitchell
Worplesdon Parish Charities	Cllr B Nagle
WSVA - Wood Street Village Association	Cllr B McShee

207-2023 - To fix the dates and times of the Full Council and Committee Meetings 2024

The Draft Schedule of Meetings for 2024 had been circulated to all Members via email in advance of the meeting.

It was proposed by Cllr B McShee, seconded by Cllr B Nagle, and unanimously **RESOLVED** that the schedule of meetings be approved.

208-2023 - Challengers' Jazz Festival – Sunday 16 July 2023

A request had been received for a banner to be placed on Wood Street Village Green advertising the Jazz Festival.

It was proposed by Cllr D Bird, seconded by Cllr C Riley, and unanimously **RESOLVED** that permission be granted provided the banner contains the Parish Council's logo.

209-2023 - Worplesdon Parish Council official sponsors of this year's Challengers' Jazz Festival

It was agreed that if an offer of tickets is made, they could be offered to the Community SpeedWatch volunteers as a gesture of goodwill.

210-2023 - Clerk's Report

The Clerk announced, with a heavy heart, that Cynthia Slaymaker (the widow of former councillor Derek Slaymaker) had passed away. Cynthia was a kind, caring, thoughtful, community-minded lady who had helped out at numerous Parish Council events over the years.

It was proposed by Cllr D Bird, seconded by Cllr B Ahier, and unanimously **RESOLVED** that a plaque would be attached to 'Derek's bench' as Cynthia deserved recognition for her contribution to the Parish Council over many years, in her own right.

An article to also be placed in the next Jacobs Well newsletter.

211-2023 - Chairman's Report

The Chairman had circulated the following report to all Members via email in advance of the meeting.

Reporting period 6th April to 17th May 2023

Community Speed Watch - (CSW) deployments occurred on 11th, 19th and 27th April, and 5th, 11th, and 17th May.

CSW is about education rather than "catching" offenders. The statistics we collect show that our deployments have reduced offenders from 2.8% in 2021 to 2.4% this year, the number of vehicles passing through deployments are consistent during the time period.

6 April – Led the Full Council Meeting.

20 April – Delivered a get-well card and gift to Cllr M Price. Cllr M Price thanked everyone for their good wishes.

26 April – Attended the Landlord’s inspection at the Parish Office, which was very successful due to the preparatory work carried out by our Officers. The question of extending our lease on the building was discussed in principle and was seen as possible.

After the meeting, I hand delivered a letter to Cllr Paul Cragg for his chainsaw work for the benefit of the Parish. Cllr Cragg informed me that his calculation of the monies saved by his work was in the order of £6,500. I am sure that all Councillors will recognise that the work carried out by Cllr Cragg has been financially beneficial to the Parish.

27 April – Attended the General Purposes meeting.

2 May – Delivered Coronation commemorative bookmarks to Worplesdon Primary School in conjunction with the Clerk, Gaynor White. We held a brief in principle discussion with the head teacher Kareen O’Brien about possible visits by parish councillors to see how our grants are used to assist the school.

4 May - Delivered Coronation commemorative bookmarks to Wood Street Village Primary School in conjunction with the Assistant Clerk, Victoria Fear. The handover occurred in the library which tied in with the platinum jubilee gift of books.

Inspected the kerbing works in the village car park after handing over the bookmarks and noted the number of timber railway sleepers still within the car park and damage to the paving slabs under the wheely bins.

Delivered Coronation commemorative bookmarks to Rydes Hill Preparatory School in conjunction with the Assistant Clerk, Victoria Fear. The handover occurred in the occurred in the main entrance with the head teacher and three pupils.

8 May – Attended the FLGCA Coronation event at Fairlands Community Centre. The weather was kind to us, and we were able to impart knowledge of Fairlands and Worplesdon to a large number of residents of Fairlands, Worplesdon and Guildford. I would thank both Cllr Ahier and Bird for their assistance on the day. The day was a great success and our attendance as a non-political body was welcomed and appreciated by the FLGCA.

The Clerk Gaynor White was asked to judge the best crown competition.

10 May – Attended the Annual Internal Audit carried out by Mulberry and Co. The Audit was well managed and comprehensive due to the work carried out by the Clerk and Finance Officer.

As you will have seen from the Mulberry and Co report the audit was successful with no points being raised, so well done to our Officers.

15 May – I attended the FLGCA Management Meeting the points of interest were as follows:

- FLGCA thanked WPC for the grant towards their coronation event, attending the coronation event, the loan of litter pickers and hoops, and the road cones which were used for the penalty shooting stall.
- FLGCA have had solar panels installed on the roof of the building, and this is reducing their energy costs.

17 May – CSW deployment Aldershot Road. Today was designated Project EDWARD (Every Day Without A Road Death). I can report that PC Munns attended our deployment and was able to issue an enforcement notice to a Taxi Driver driving towards Fairlands, whilst the deployment team noted three offenders, with 326 vehicles passing through the deployment site towards Guildford.

212-2023 - Items for inclusion on future agendas

1. Wood Street Village SANG (Suitable Area of Natural Greenspace) – Wood Street Knoll. [Cllr J Messinger]

Pursuant to the Admission to Meetings Act 1960 Section 1(2)a in view of the confidential nature of the following business it was proposed by Cllr J Messinger, seconded by Cllr G Adam, and unanimously RESOLVED that members of the public and press be excluded from the remainder of meeting.

213-2023 - 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)

At 22:09 Cllr P Cragg left the room and returned to the room at 22:11.

The pros and cons of the sites in Fairlands and Wood Street Village (Hesters Yard) were discussed.

It was proposed by Cllr B McShee, seconded by Cllr G Adam, and unanimously **RESOLVED** that the Chairman and Clerk be permitted to:

1. Commence negotiations with the Landlords of Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX.
2. Hold a preliminary discussion regarding a potential option at Fairlands.
3. Follow up with Bewley Homes regarding the Hesters Yard site.

214-2023 - Date of next Full Council meeting – Thursday 29 June 2023 - 19:30.

Meeting closed 22:25

Signed:
Chairman of the Council
Date: 29.6.2023