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## NOTICE OF MEETING

Thursday 26 October 2023

**To: All members of the Council**

You are hereby summoned to attend the **Full Council Meeting** of Worplesdon Parish Council to be held in **the Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX** on **Thursday 2 November 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. To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40.**
- 2. Public participation session – 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. Each speaker to receive 3 minutes speaking time.**
- 3. Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct.**
- 4. 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).**
- 5. To receive and consider written requests for new DPI dispensations, if any.**
- 6. Amendments to the Register of Interests.**
- 7. Declaration of gifts or hospitality over £50.**

8. **Borough Councillor's report (5 mins)**
9. **Wood Street Village SANG (Suitable Alternative Natural Greenspace)** - To receive a progress report from Cllr Bill Akhtar
10. **County Councillor's report (5 mins).**
11. **Minutes of the previous meetings**

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

- Full Council meeting – 21 September 2023
- Staffing Committee – 2 October 2023
- Planning/General Purposes and Finance Committee – 12 October 2023
- Staffing Committee – 30 October 2023

12. **Planning Applications for consideration**

**Planning Application No: [23/P/01649](#) - 89 Applegarth Avenue, Guildford, GU2 8LX** - Erection of a part single, part two storey side extension to form an independent dwelling following demolition of side extension.

**Planning Application No: [23/P/01674](#) - 80 Oak Hill, Wood Street Village** - Proposed front porch and single/two storey rear extension following demolition of rear extension.

**Planning Application No: [23/P/01691](#) - Colinbrook, 22 Liddington Hall Drive, Guildford, GU3 3AE** - Front porch, single storey rear extension and changes to fenestration following demolition of conservatory.

**Planning Application No: [23/P/01714](#) - 36 Envis Way, Fairlands, Guildford, GU3 3NH** - Two storey front, side, and rear extensions together with new porch and raised rear patio.

**Planning Application No: [23/P/01690](#) - Land to the east of Wildfields Farm, Pinks Hill, Wood Street Village, GU3 3BP** - A new build house with a detached garage and associated landscaping.

**Planning Application No: [23/T/00269](#) - Sunnyside, Perry Hill, Worplesdon, Guildford, GU3 3RE** - T1 Oak Tree – felled Worplesdon Conservation area).

**Planning Application No: [23/T/00281](#) - Land surrounding Oak Hill and Wood Street Green, Wood Street Village, GU3 3DY** - T390 Cherry - Reduce lower canopy by 2M. T405 English Oak - Remove major dead wood greater than 25mm. T411 + T413 Crack Willow - Re-pollard back to previous points. (Worplesdon Parish Council application).

**Planning Application No: [23/T/00294](#) - 61 Wood Street Green, Wood Street Village, Guildford, GU3 3DU** - T1 Silver Birch - Reduce crown by approx. 4m in height and sides by 2m all around. Finished height to be 11m with a 3.5m radial spread. Crown lift to 2.4m. H2 - Row of Western Red Cedars - Reduce height by approx. 2m & side over drive by approx. 1m. Finished height to be 3.5m with a 2m radial spread (Wood Street Conservation Area).

**For information only:**

**Planning Application No: [23/P/01520](#) - 26 Oak Hill, Wood Street Village, Guildford, GU3 3ER** - Certificate of lawfulness for a proposed development to establish whether the installation of a front door would be lawful.

**Planning Application No: [23/P/01608](#) – Bramble Bank, 8 Broomfield Close, Guildford, GU3 3AW** – Certificate of Lawfulness for an existing use to determine whether the use of the annexe as a dwellinghouse is lawful.

**Planning Application No: [23/P/01697](#) – 19 Rydes Avenue, Guildford, GU2 9SR** - Certificate of Lawfulness for a proposed development to establish whether a single storey rear extension would be lawful.

**Licensing application deadline for responses 2 November 2023 – [Worplesdon Place Hotel](#)** - Vary layout of the premises and add the use of mini bars to hotel bedrooms.

### 13. Finance

- a) **Proposed list of payments to be tabled at the meeting for approval** - Payment list to be signed by the Chairman.
  - b) **Bank reconciliation for September 2023** - To approve the bank reconciliation for September 2023.
  - c) **Monthly budget reports for September 2023** - To approve the monthly budget reports for September 2023.
  - d) **External Audit Report** – To accept the unqualified audit report from PKF Littlejohn. The Notice of Completion of Audit was posted in accordance with the financial regulations 25 September 2023.
  - e) **2<sup>nd</sup> instalment – Precept 2023/2024** – A payment of £156,874.50 has been received from Guildford Borough Council (including the LCTSS grant).
  - f) **Virement** - To approve the virement of £8,054 from Parish Office Sinking Fund to General Reserves.
  - g) **2<sup>nd</sup> draft budget 2024/2025** - The draft budget to be tabled for further consideration: the Planning/General Purposes and Finance Committee’s recommendation to be taken into account.
  - h) **Boom Community Bank** - To reconsider investing money with this credit union based on feedback from the Parish Council’s Internal Auditor.
14. **[Notice of Polling Districts and Polling Places Review 2023](#)** – Representations are invited by 17 November 2023 at the latest. All responses to: The Returning Officer, Guildford Borough Council, Millmead House, Guildford, Surrey, GU2 4BB.
15. **Land Management/H&S Report** - To receive and approve the Land Management/H&S Report.
16. **WSVA Summer Show 20 July 2024** – Request for permission to use Wood Street Village Green for the Summer Show 2024 has been received. To consider the request.
17. **Challengers – Jazz Festival 14 July 2024 Wood Street Village Green** – Request for permission to hold the Jazz Festival has been received. To consider the request.
18. **Carol Singing, Wood Street Village Green 16 December 2023** – Request for permission to hold Carol Singing on Wood Street Village Green has been received. To consider the request.
19. **London Road Active Travel Scheme** - To receive a report from Cllr M Price and to decide action, if considered appropriate.
20. **Photographing of cars in Jacobs Well Recreation Ground** - To consider whether or not the Council should establish a policy, how that policy could be enforced, and whether any fee should be payable.
21. **Double Flush – Fund Raising for St Mary’s Church (towards new toilets and kitchen)** – To receive a report from Cllr B McShee.
22. **Clerk’s Report**
- a) **Road Closure Gravetts Lane – 6 November 2023** for 2 days – 8am until 5pm – pavement works.
  - b) **S38 Application (Commons Act 2006) provision of four parking spaces in Jacobs Well Recreation Ground** – Advert to be placed in the Surrey Advertiser 3 November 2023. Application will then be submitted to the Planning Inspectorate.
  - c) **Order Ref: ROW/3310143M Decision date: 26.10.2023 – Public Right of Way - Harry’s Meadow through to North Moors** - The Planning Inspector has ruled that the Order should be confirmed with the modifications originally proposed.
23. **Chairman’s Report.**
24. **Items for inclusion on future agendas** - To receive any suggestions from members.
25. **Date of next Full Council meeting – Thursday 14 December 2023 - 19:30.**