



**Minutes of the Full Council meeting held in the
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX
at 7.30pm on Thursday 21 September 2023**

326-2023 - Present

Councillors:

Cllr G Adam, Cllr B Ahier, Cllr P Cragg, Cllr N Crampin, Cllr S Ellahi, Cllr B McShee, 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:

Six members of the public were present, including Cllr H Brooker, Mr G Burch, Fiona Stuart, Paul and Elspeth Rijbroek.

327-2023 - Chairman's Announcements

The Chairman gave a number of announcements, including the H&S requirements.

328-2023 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Apologies and the reason for absence were received from Cllr D Bird, and Cllr M Fance. The reasons for absence were accepted.

Apologies were also received from: Cllr Bill Akhtar, Cllr P Brooker and Cllr K Witham.

329-2023 - Public participation session – 10 minutes

Mr G Burch gave a presentation to the Council setting out his concerns regarding the financing of the illumination of trees at Perry Hill Green for Christmas, as well as other concerns relating to this matter.

A second resident also objected to the possibility of digging a trench on Perry Hill Green, as well as the possibility of the oak tree being illuminated, reiterating their belief that the Parish Council requires planning permission to dig a trench across Perry Hill Green.

The Chairman thanked the residents for addressing the Council.

Approved by the Full Council – 2 November 2023

330-2023 - Declaration of Non-pecuniary Interests

Cllr T Wright declared an interest in item 19 on the agenda as he is a member of the WSVAs, the Wood Street Village Show Committee and the Wood Street Village Horticultural Society.

Cllr B McShee, Cllr N Crampin, and Cllr P Cragg also declared they are members of the WSVAs.

331-2023 - Declaration of Disclosable Pecuniary Interests (DPIs) - by councillors in accordance with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012 No 1464)

No declarations were made.

332-2023 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

333-2023 - Amendments to the Register of Interests

No declarations were made.

334-2023 - Declaration of gifts or hospitality over £50

No declarations were made.

335-2023 - Borough Councillor's report

Cllr P Brooker provided the following verbal report, which was delivered by Cllr H Brooker.

Guildford issues

The Conservative Group continues to have concerns over the financial report to the Borough Council delivered at their Full Council meeting to be held on 10 October 2023. There is a shortfall of £3.1m of savings in the current financial year, savings of £8.7m are required in the financial year 2024/2025 and a further £18.2m of savings require to be found in the financial years 2025/2026 and 2026/2027. Whilst the Borough Council is confident the savings can be found in this financial year, that is not the case for future financial years.

A recommendation has been made to withdraw the Concurrent Functions Grant Aid to parish councils. That decision will be taken on 5 October but is likely that there will be no further grants available, though the existing grants will be honoured, provided the projects are completed within the appropriate timescale. This action would result in an annual saving to the Borough Council of £90,000.

All underspends are to be returned to the Borough Council.

Further additional, significant issues were made public yesterday. Guildford Borough Council are investigating the issues and an emergency meeting is being held.

The Chief Executive, Tom Horwood, announced his resignation but will remain in post for five months until a successor can be found.

Richard Bates has been appointed as the new Chief Financial Officer.

A revised North Street planning application has been submitted which incorporates changes to the bus station access, the reduction of two storeys, and an increase in affordable housing from 4% to 10%.

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The Autumn round 2023 funding for Crowdfund Guildford will open 3 October 2023. A workshop is to be held. Venue to be confirmed. Examples for funding being: community projects and events, whether that be a community fridge, Christmas lunch or community café.

Any questions regarding the report should be directed to Cllr P Brooker.

336-2023 - County Councillor's report

Cllr K Witham was on holiday and had not, therefore, provided a report.

337-2023 - Minutes of the previous meetings:

It was proposed by Cllr P Cragg, seconded by Cllr J Snowball, and unanimously **RESOLVED** that the minutes of the Full Council meeting held 10 August 2023 be approved and signed by the Chairman as a true record.

It was proposed by Cllr G Adam, seconded by Cllr B Nagle, and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 31 August 2023 be approved and signed by the Chairman as a true record.

338-2023 - Stella Hancock Riding Group - RDA

Fiona Stuart gave a comprehensive presentation to the Council setting out, in great detail, the work of the Stella Hancock Riding Group – RDA, the benefits provided by the organisation and the costs involved with running the organisation, which operates from the grounds of Merrist Wood College.

Following discussion, it was proposed by Cllr P Cragg, seconded by Cllr G Adam and **RESOLVED** that the Parish Council award a grant of £500 to the Stella Hancock Riding Group – RDA.

A vote took place. Result of the vote: 12 in favour – Cllr N Crampin abstained. Motion carried.

Fiona Stuart thanked the Council for its generous grant.

[Fiona Stuart, and Mr and Mrs Rijbroek left the meeting at 20:20.](#)

339-2023 - Christmas Illuminations – Perry Hill Green

Due to disease, further tree surgery to the horse chestnut trees is required. Unfortunately, the illuminations will need to be unwrapped from the trees to facilitate the tree surgery which will incur a further cost of £520.00. Further costs will be required to re-wrap the trees once the surgery is completed.

The current contract (year 3 of a 4-year contract) includes the provision of:

- An illuminated Christmas tree on Wood Street Village Green
- An illuminated Christmas tree outside St Mary's Worplesdon, Perry Hill, and
- The illumination of the avenue of trees on Perry Hill Green originally comprising seven trees.

Given the ongoing need for tree surgery to the horse chestnut trees, the contractor had suggested an alternative to illuminating the avenue of trees, would be to illuminate the oak tree in the middle of the Green.

The Clerk presented a number of options to the Council, together with the associated costs and stated that the contractor's advice is to bury the main electricity cable to each tree in a trench across the Green.

Following an enquiry from a local resident, the Clerk had contacted:

1. Guildford Borough Council's Tree Officer - who had confirmed that he had no objection to any of the trees being illuminated, regardless of the species of tree – but recommended that the Parish Council ask Dryad Tree Specialists Ltd to submit a 211 Notice to the borough council to ensure that the roots of the trees are offered sufficient protection from damage as a result of any potential trench being dug. A 211 Notice has been duly submitted to Guildford Borough Council by Dryad Tree Specialists Ltd on behalf of the Parish Council.
2. The County Council's Historic Environment Planning Team Manager - who confirmed that although the site is within an Area of High Archaeological Potential, the installation of cables to illuminate the avenue of trees would not pose a problem and the usual advice is that there are no archaeological concerns on these grounds. He did not wish to raise any additional concerns as a result of the Parish Council's enquiry.
3. The Planning Inspectorate - to enquire whether S38 consent under the Commons Act 2006 would be required. DEFRA advised that it is for the landowner to decide, or the Council could take legal advice.
4. Roger Taylor of Wellers Hedleys Solicitors - who advised that as this is temporary ditch, it would not be necessary to apply for s38 consent.
5. Guildford Borough Council's planning department - to see if planning permission would be required. Whilst an automated acknowledgement had been received, no further response had been received. This would be followed up.

Permission for the trench to be dug had already been obtained from Surrey County Council – being the landowners.

A discussion then took place. The members recognised that whilst there is a cost-of-living crisis, the Christmas illuminations, particularly the illumination of the avenue of trees at Perry Hill Green brings a lot of joy to people and, when times are hard, people do appreciate their spirits being lifted especially during the dark days of winter.

A number of councillors suggested going for a 'bare bones' option, which was to rewrap the horse chestnut trees using overhead wires. The Clerk repeated, on several occasions, that this option was against the advice of the contractors.

The Clerk was asked to confirm the number of properties in the parish, which stands at approximately 3,600.

The members looked at the overall cost - whilst the licence revision from Surrey County Council amounted to £900, the cost of unwrapping the lights amounts to £520 and the cost of rewinding the avenue of trees amounts to £2,450, this represents an additional cost (per household) of £1.08 – which is already contained within the overall budget for the financial year 2023/2024.

It was then proposed by Cllr B McShee, seconded by Cllr J Messinger and unanimously **RESOLVED** that the Council would request the rewinding of the trees using overhead wires at a cost of £2,450.00 & VAT.

Power to spend: General Power of Competence 2011

Appendix 1 – Costs of illuminating the trees at Perry Hill Green

[The Chairman called a comfort break 20:53 at which point Cllr H Brooker left the meeting.](#)

[Mr G Burch left the meeting at 21:03.](#)

[The meeting reconvened at 21:05.](#)

340-2023 - Farnborough Airport

A resident had advised the Parish Council via email that Farnborough Airport has begun another Airspace Change Proposal (ACP) - FASI(-S), which is registered with the CAA as application 2022-038.

Farnborough Airport have advised that this consultation is being prepared in response to the CAA's Airspace Modernisation Strategy and to support the Government's wider UK airspace modernisation programme.

The resident had urged the Parish Council to register as a stakeholder for this ACP, and that they would also be prepared to provide briefings to the Council.

The Clerk advised that a lead member would be needed to deal with the significant amount of paperwork this consultation is likely to generate. Cllr B McShee advised that he had previously been the Borough Council's representative on this matter and the work involved was onerous.

A discussion took place following which it was proposed by Cllr B McShee, seconded by Cllr N Mitchell and unanimously **RESOLVED** that the Parish Council would not register as a stakeholder.

Any members of the public that are concerned about this matter should be directed the Borough Council's representative for the Farnborough Aerodrome Consultative Committee.

The Clerk was instructed to find out who the Borough Council's current representative is.

Post-Meeting Note: Borough Councillor Geoff Davis was appointed as the Borough Councillor's representative on 25.7.2023.

341-2023 - Jacobs Well newsletter

The Parish Council had been advised that the person who prints the Jacobs Well newsletter had, in August, purchased paper costing £37; however, this sum had not been reimbursed prior to the Jacobs Well Residents' Association (JWRA) monies being presented to the Parish Council for safe keeping.

Following a lengthy discussion, it was proposed by Cllr N Mitchell, seconded by Cllr B Nagle and **RESOLVED** that the Parish Council would reimburse £37 from the Council's Establishment Charges budget, as the money received from the JWRA has now been officially ringfenced until such times as a new JWRA is properly constituted with its own bank account.

A vote took place: result of the vote – 11 in favour – Cllr J Messinger and Cllr G Adam abstained. **Motion carried.**

The Council anticipated that the income raised from advertising would be sufficient to make the newsletter self-funding from January 2024 onwards.

342-2023 - Land Management/H&S Report

Land Management and Health & Safety Inspection Report

The Assistant Clerk had prepared the following report for members' consideration. A copy of the report had been emailed to all members in advance of the meeting.

Weekly Reports

Worplesdon, Jacobs Well, and Fairlands play areas, the Husson Breeze, and community car park at Wood Street were checked on 01.08.23, 14.08.23, 21.08.23, 04.09.23, and 11.09.23.

Monthly Health and Safety Reports

The monthly inspections for August did not take place due to annual leave.

Completion of works:

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

- Affixed the plaque on Derek Slaymaker's bench to commemorate Cynthia Slaymaker.
- Strimmed around the benches in Harry's Meadow.
- Affixed a QR code disc to the commemorative United Reformed Church bench on Perry Hill Green. The QR code links to a specific history section on the Parish Council's website.
- Strimmed, raked, and rotavated two wildflower trial areas at Harry's Meadow, Jacobs Well.
- Reported damage (caused by a third party) to street furniture at Wood Street Village Community Car Park.
- Repaired damage to the grass around the Queenhythe war memorial.
- Repaired animal scrapes at Pitch Place.
- Commenced replacing damaged multiplay decks at Jacobs Well play area [2 of 3 currently replaced].

The Clerk has:

- Written to residents on Coombe Lane who have been strimming common land without consent from the Parish Council.
- Together with the Finance Officer, weeded, spread compost and bark chippings, and subsequently painted the planters outside the parade of shops in Fairlands.
- Together with the Assistant Clerk, trimmed back vegetation around Moathouse Pond and edged paving in the play area at Jacobs Well.

The Assistant Clerk has:

- Re-taped off the leaning bus shelter near Watts Cottage, Jacobs Well which had had the previous hazard tape removed.
- Written to contractors who damaged street furniture at Wood Street Village Car Park.
- Reported multiple fly tips to Guildford Borough Council.

Contractors have:

- Undertaken repairs to wet pour at Worplesdon Memorial play area [highlighted as a trip hazard]
- Fenced off wildflower areas at Harry's Meadow, Jacobs Well.
- Removed debris which had been deposited in the brook at Jacobs Well.

Work agreed with contractors/volunteers:

- Commemorative bench for Wood Street Village Green.
- Base for commemorative bench for Wood Street Village Green.
- Electricity supply to be installed across Perry Hill Green (subject to permission from SCC and the DigDat data being obtained) for the provision of Christmas lights.
- Wildflower areas to be identified through information board signage at Harry's Meadow, Jacobs Well.
- Repairs to be undertaken by the contractor who damaged Wood Street Village Community Car Park.
- Contractors have been instructed to repair the broken fencing in the layby outside Worplesdon Memorial Hall (following a grant from SCC).

Quotations obtained for:

- Replacement bench at Fairlands shops (both provision and installation).
- Removal through hand-pulling of bullrushes and crassula from White House Pond, Jacobs Well [postponed until Winter 2023/24].

Quotations required for:

- Replacement basket swing seat.
- Wet pour shrinkage repairs at Fairlands play area.

Outstanding works:

- HAGS multiplay unit at Jacobs Well to be re-stained (weather reliant) – part-completed.
- Damaged bench slat at Perry Hill Green requires replacement – ageing bench: consider replacing due to concrete supports deteriorating.

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- 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.
- Perry Hill village sign to be resecured by the Head Groundsman because the post is wobbling.
- Head Groundsman reported that the barn at Pitch Place is in poor condition. A temporary sign to be erected at this location stating 'No Ball Games'.
- Yellow hazard line to be repainted at Worplesdon play area.

It was proposed by Cllr J Messinger, seconded by Cllr M Price, and unanimously **RESOLVED** that the Land Management Report be approved and accepted.

343-2023 - Review of Councillors' Allowances 2023 – Parish Questionnaire – Local Authorities Members' Allowances (England) Regulations 2003 (as amended) – deadline for responses 22 September 2023

The Clerk had circulated a copy of the Parish Questionnaire to all members via email in advance of the meeting.

Following discussion, it was proposed by Cllr B McShee, seconded by Cllr G Adam and **RESOLVED** that the current arrangement i.e. councillors to be reimbursed for travel and subsistence for any training event outside the parish, at the rates set by the Independent Remuneration Panel.

A vote took place: result of the vote – 11 in favour – Cllr B Ahier and Cllr N Mitchell abstained. **Motion carried.**

The Clerk to submit the Parish Council's response to the Borough Council 22 September 2023.

344-2023 - Possible renaming of the Parish Council (Community Governance Review)

This suggestion had been put forward by Cllr B Nagle due to the perception that the Parish Council is old fashioned and the ongoing confusion between the Parish Council (WPC) and the ecclesiastical parish council known as the Worplesdon Parochial Parish Council (WPPC). Cllr Nagle thanked the staff for their time and effort in producing the financial implications of the proposal, which had been prepared and circulated to all members via email in advance of the meeting.

The Clerk advised the costs of a possible name change (including staff time) were likely to exceed £30,000. The Clerk had recommended the Council should not proceed with this proposal because the potential benefit is not perceived to be commensurate with the expenditure.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr B Nagle and unanimously **RESOLVED** that the Parish Council would not pursue this suggestion.

345-2023 - Wood Street Village SANG (Suitable Alternative Natural Greenspace)

It was agreed that this item be deferred as Cllr Bill Akhtar was not present at the meeting.

346-2023 - Wood Street Village Summer Show

Cllr B McShee advised that, moving forward, he is happy to be the Parish Council's representative to the Wood Street Village Summer Show Committee. This was duly agreed by the Council.

[Remaining member of the public left the meeting at 21:47.](#)

Cllr T Wright suggested that, for administrative reasons, it would be advantageous to both the Parish Council and the Show Committee if the Parish Council could give outline consent for the Summer Show for the next five years, to include: hosting the show entries registration on the Wednesday before a Show, setting up on the Thursday and Friday before the Show (to include all marking out and electrics), the Summer Show and a music event on the Saturday, and finally the Challengers Jazz Festival on the Sunday after the Show – final approval for each element

of the Show being subject to receipt by the Full Council of a full event application, risk assessment and all other H&S documentation at least three months before each of the events.

This would avoid any potential conflicts of use of the Green and would also enable the Show Committee to seek sponsorship well in advance of the events.

Following discussion, it was proposed by Cllr B McShee, seconded by Cllr T Wright and **RESOLVED** that outline permission be granted (the dates to be provided to the Parish Council at the earliest opportunity).

A vote took place: result of the vote – 12 in favour. Cllr J Messenger abstained. **Motion carried.**

347-2023 - Quarterly Playground Reports

Summary of Findings – 1 September 2023

On 31 August 2023 Inspector Richard Randall from Dick Randall Services inspected all five play areas within Worplesdon parish. This is a summary of findings from all five reports:

Fairlands Play Area

Surfaces – where the rubber meets the path at the field end of the play area, the rubber is shrinking back which could cause a trip hazard. **(Low Risk)**

White House Lane, Jacobs Well Play Area

HAGS Multi-play Unit – The edge of the platform (by the fireman’s pole) has eroded and left a rough edge which could graze or splinter. Either rub down and treat or replace the timber. **(Low to Medium Risk)** [Replacement decks have been ordered and delivered following vandalism – currently awaiting fitting by Head Groundsman]

Rubber mulch – There are still weeds growing through the surfacing. The advice of the inspector is that a good weed killer is applied to the affected surfaces and the play area closed off for the 2 days. Failure to utilise weedkiller could lead to the rubber breaking up by it being forced apart. **(Low Risk)**

Rubber mulch – A distinct dip has appeared beneath the cradle seat. This is most likely due to the proximity to the pond and the stone/soil sub-base being washed away. **(Low Risk – Monitor for further subsidence)**

Wood Street Green Play Seat Area

No areas of concern – all in good order.

Worplesdon Play Area

Worplesdon Junior/Teen Area

The bearing on the green whizzer is still stiff – consider regreasing/replacing. **(Low Risk)**

The bearing on the yellow whizzer is still intermittently stiff – consider regreasing/replacing. **(Low Risk)**

The edges of the wet pour underneath both whizzers (spinney poles) have shrunk further. **(Monitor - Low Risk)** [This is due to be remedied by contractors during September 2023]

Worplesdon Toddler Area

Double swing bay – There is rust showing on the crossbar joints (please note that it is not about to fall down anytime soon) – and whilst insignificant at present, it will only deteriorate. Consider a rub down and a repaint of the whole frame. **(Low Risk)**

It was proposed by Cllr G Adam, seconded by Cllr J Messinger and unanimously **RESOLVED** that the report be approved and accepted.

348-2023 - 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 J Messinger, seconded by Cllr B Ahier, and unanimously **RESOLVED** that payments to the value of £10,194.64 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

Table 1: Proposed list of payments 21.9.2023

Code	Date	Description	Supplier	Net £	VAT £	Total £
Parish Office	31/08/2023	Building insurance - Unit 2 Saxton 25.8.23 - 24.8.24	TL Fund	668.61	133.72	802.33
Playground Repairs	31/08/2023	Quarterly playground inspections	Dick Randall Services Ltd	225.00	45.00	270.00
Playground Repairs	31/08/2023	Repairs & Renewals to play equipment - Worplesdon play area	Safeplay Playground Services Ltd	4,816.63	963.33	5,779.96
Land Management	31/08/2023	Demarcation Tape 72mm x 500m Red & White	Mrs V C Fear - Screwfix	8.32	1.67	9.99
Land Management	31/08/2023	Hire of storage container MW - September 2023	Activate Learning	75.00	0.00	75.00
Parish Office	01/09/2023	Electricity - 2 Saxton - 26.07.23 - 21.08.23 Final Bill	EDF Energy Ltd	-137.19	-6.86	-144.05
IT budget	01/09/2023	BT Business Mobile Broadband	BT PLC	7.16	1.43	8.59
Revenue Costs Works Vehicle	01/09/2023	Service plan - 35th instalment of 36	PlanMyService LLP	27.55	0.00	27.55
Establishment Charges	01/09/2023	Stamps & Signed for Delivery	Post Office Ltd	14.25	0.00	14.25
IT budget	06/09/2023	External back-up September 2023	RISC IT	38.00	7.60	45.60
Land Management	06/09/2023	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	31.84	6.37	38.21
Land Management	06/09/2023	Jute Twine	Mrs V F Fear - Amazon EU S.a.r.l. UK	2.60	0.52	3.12
Establishment Charges	06/09/2023	Diaries	Mrs V C Fear - Card Factory	2.98	0.00	2.98
Establishment Charges	01/08/2023	Office supplies	Tesco	3.60	0.00	3.60
Revenue Costs Works Vehicle	22/08/2023	Fuel for works van and rotavator	Shell Old Woking	50.73	10.15	60.88
Land Management	05/09/2023	Materials	Wickes	15.92	3.18	19.10
Land Management	05/09/2023	Materials	Wickes	5.83	1.17	7.00
Parish Office	07/09/2023	Gas - Unit 2 Saxton - 29.07.23 - 22.08.23	British Gas	0.10	0.00	0.10
Establishment Charges	12/09/2023	Poppy wreaths	Royal British Legion	119.95	0.00	119.95
Land Management	13/09/2023	Maintenance - Flower border and Planters - Fairlands	Nigel Jefferies Landscapes Ltd	152.00	30.40	182.40
Land Management	13/09/2023	Trial wildflower fencing in Harry's Meadow	A3 Fencing	1,987.00	397.40	2,384.40
Parish Office	15/09/2023	Gas - Unit 2 Saxton - 23.08.23 - 23.08.23	British Gas	1.09	0.05	1.14
Parish Office	15/09/2023	Gas & Electricity - Unit 2 Saxton - 17.08.23 - 31.08.23	Octopus Energy Limited	30.09	1.50	31.59
IT budget	18/09/2023	OnePhone - phone charges - including mobile data	BT PLC	231.23	46.25	277.48
Establishment Charges	18/09/2023	Office supplies	Sainsburys	7.25	0.00	7.25
IT budget	19/09/2023	Subscription - September 2023	Adobe	16.64	3.33	19.97

Code	Date	Description	Supplier	Net £	VAT £	Total £
Christmas trees/lights WS, Perry Hill	18/09/2023	Electrical supply Perry Hill Green - 03.08.23 - 01.09.23	British Gas	11.68	0.58	12.26
Parish Office	20/09/2023	External window cleaning	Trevor Porter Window Cleaning Service	20.00	4.00	24.00
Establishment Charges	20/09/2023	SALC Conference 2023	Surrey ALC Ltd	80.00	16.00	96.00
Land Management	20/09/2023	Materials	V C Fear - Plenty of Bang Ltd	13.99	0.00	13.99
Total				£8,527.85	£1,666.79	£10,194.64

b) Bank reconciliations for August 2023

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

Appendix 2 - August 2023 bank reconciliation

c) Monthly budget reports for August 2023

The FO had prepared the budget reports for August 2023 in accordance with the Accounts and Audit Regulations, a copies of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr G Adam, seconded by Cllr N Crampin and unanimously **RESOLVED** that the budget reports be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendices 3, 4 and 5 – August 2023: Summary Budget Report, Net Position Report and Earmarked Reserves Report.

d) Insurance (new three-year contract) – Came & Co (Gallagher) have declined to quote

No response was received from BHIB and Came & Co declined to quote. It was therefore proposed by Cllr P Cragg, seconded by Cllr S Ellahi and unanimously **RESOLVED** that a new three-year contract be entered into with Zurich. This year’s annual renewal premium amounted to £2,578.99.

Power to spend: LGA 1972 s111

e) Boom Community Bank

This item was deferred until the next Full Council meeting.

f) Letter of Engagement – Mulberry & Co Ltd – Internal Audit Service 2023/2024

It was proposed by Cllr N Mitchell, seconded by Cllr P Cragg and unanimously **RESOLVED** that the Letter of Engagement be approved.

g) Virement approval

It was proposed by Cllr G Adam, seconded by Cllr B McShee and unanimously **RESOLVED** that £10,000 be vired (transferred) from General Reserves to Parish Council Grants to Wards (Grant to the Fairlands, Liddington Hall and Gravetts Lane Community Association (FLGCA)).

h) Tree Surgery

Three quotations had been sought, but only two companies had replied. Following discussion, it was proposed by Cllr P Cragg, seconded by Cllr N Crampin and unanimously **RESOLVED** that the quotation from Dave Ford Tree Care be accepted and approved. Total cost £3,815 & VAT.

Power to spend: HA 1980, s142

i) Quarterly financial check carried out by Cllr M Price – 13 September 2023

Cllr M Price thanked the Finance Officer for her assistance with the quarterly financial check and reported that the financial documents are all in good order. No errors were noted.

349-2023 - Planning Applications for consideration

Cllr G Adam presented the planning applications to the meeting.

Planning Application No: 23/P/01442 - 72 Oak Hill, Wood Street Village, Guildford, GU3 3ES - Part single storey part two storey rear extension and a minor side fenestration change following the demolition of an existing single storey extension and conservatory structure.

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

Planning Application No: 23/P/01346 - Land at School Lane, Worplesdon, GU3

- Variation of Condition 2 (drawings) of planning application 20/P/00924, approved 20/09/2021, for the erection of twelve dwellings (including affordable housing) with associated access and landscaping following removal of structures and hardstanding. Amendments to the approved plans.

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

Planning Application No: 23/P/01428 - 19 Hillbrow Close, Wood Street Village, Guildford, GU3 3DF - Proposed single storey front extension, conversion of garage to habitable accommodation and single storey rear extension.

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

Planning Application No: 23/P/01375 - Merrist Wood College, Coombe Lane, Worplesdon, Guildford, GU3 3PE

- Proposed demolition of existing buildings and glass houses located across both the north and south site and replacement with a new glasshouse of 1120sqm and a new single storey teaching block in the north site and a new two storey teaching block with double height workshop and store all with associated access and hard and soft landscaping.

It was **RESOLVED**: that Worplesdon Parish Council support this planning application as it provides good design and improved educational facilities.

If this planning application is approved, the Parish Council wished to request the following planning conditions be applied:

1. Inclusion of a Construction Method Statement.
2. Provision of a Travel Plan.
3. Provision for the use of grey water from the roofs of the glass houses to facilitate watering of the greenhouse plants.

Planning Application No: 23/P/01361 - 1 The Pines Business Park, Broad Street, Guildford, GU3 3BH - Advertisement consent for 2 non-illuminated fascia signs.

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

Planning Application No: 23/P/01451 - 2 Gravetts Lane, Guildford, GU3 3JR - Erection of front porch extension and changes to fenestration.

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

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Planning Application No: 23/P/01440 - 23 Rydes Hill Crescent, Guildford, GU2 9UH - Erection of two storey side extension following demolition of existing lean to.

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

Planning Application No: 23/P/01465 - 37 Baird Drive, Wood Street Village, Guildford, GU3 3EE - Erection of single storey front extension with changes to fenestration.

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

Planning Application No: 23/P/01252 - 4 White Hart Lane, Wood Street Village, Guildford, GU3 3DZ - Erection of carport.

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

1. The front garden abuts the adjacent Conservation Area. The proposed car port would result in the loss of front garden, as well as the loss of three trees.
2. The orientation of the car port is not shown. It is unclear from the plans what the access route to the car port would be and whether a new crossover would be required.

The Parish Council felt that a smaller car port would be more in keeping with the locality.

Planning Application No: 23/T/00242 - Bramble Bank, 8 Broomfield Close, Guildford, GU3 3AW
- Sycamore tree (T1) remove the northern 2 trunks which are growing onto the side and roof of the outbuilding (P1/201/332).

It was **RESOLVED**: leave to Guildford Borough Council's tree officer.

Planning Application No: 23/P/01422 - Gooserye Cottage, Goose Rye Road, Worplesdon, Guildford, GU3 3RH
-Extensions and alterations to existing garage.

It was **RESOLVED**: that the Parish Council request the following planning condition be applied should the borough council be mindful to approve this planning application:

1. This building should remain ancillary to the main dwelling.

350-2023 - Clerk's Report

- a) **Notice of Conclusion of Audit 2022/2023** – PKF Littlejohn LLP had provided an unqualified report. The Notice of Conclusion of Audit together with sections 1, 2, and 3 of the Annual Governance and Accountability Return (AGAR) had been placed on the Parish Council's website and the notice boards on 25 September 2023. The Council to consider/approve the audit report at the next Full Council meeting to be held on 2 November 2023.

351-2023 - Chairman's Report

The Chairman had provided the following written report that had been circulated to all members via email in advance of the meeting:

Community Speed Watch - has continued throughout the period and four deployments occurred. From the statistics that are available on the website, we are educating drivers across the parish. The figures that I keep indicate that there is a reduction in the number of offences being recorded. Abuse of the volunteers by drivers is also reducing.

10 August – Full Council meeting – Led the full council meeting and was pleased that Saffina Ellahi has joined us as a new councillor for Fairlands.

16 August – Community Speed Watch Webinar - I attended this Teams webinar in the council chamber with Cllr Brigitte Ahier.

Several key points were delivered by Stephen O’Connell of Sussex Police:

- Background checks are carried out by the police after the offences have been entered on the website. So, there is no need to carry out a DVLA check before entering data.
- Incorrect input results in apology letters being sent out by the police.
- Bushnell equipment is effective between 75-100m. This is the equipment that WPC use.
- The compliance ration in Surrey is 94%, our figures indicate 97.6%, so Worplesdon is better than most of Surrey.
- It’s difficult to report motorbikes because of the small number plates and bikers hiding the plate with their hand.
- Volunteers can be shared between CSW groups. Obtaining volunteers is difficult for numerous reasons. So, thanks to the WPC volunteers.
- The 3rd letter is significantly stronger than the first two letters, WPC have not registered a 3rd letter in the last year.
- It is a policy not to photograph number plates to assist in record taking.
- There is an initiative for body warn cameras to be issued to groups that are regularly abused. See above 9 bullet points. WPC have only recorded items 1 to 4 to date.

These webinars will be held on a quarterly basis.

One final point, Surrey Police have decided, in line with practice in Sussex, that signage is not necessary. WPC have decided to retain signage at all sites but 90 Frog Grove Lane, and to set the first sign 75m from the deployment site to provide a trigger point.

16 August – Cynthia Slaymaker plaque unveiling - I attended the unveiling of the plaque on Derek’s bench at Harry’s Meadow with Gaynor White and Cynthia’s nephew and wife.

20 August – General Purposes Meeting - Attended the meeting and prepared notes on Hester’s Yard Planning Application for consideration. WPC position on the application was neutral because of the loss of businesses and the proposals being well considered with the Local Plan Policies and designed to improve the area.

Complex consideration on the proposed boundary changed for Worplesdon Surrey County Council boundary. WPC have submitted a considered response to the Boundary Commission.

13 September – Chairmans’ Forum - This was a Zoom webinar where Sally Harman was introduced as the prime contact for all councillors at SALC. Sally works mornings only. Contact details are available on the SALC website.

Key points that were discussed were:

- The AGM on 19 October at Dorking Halls. An all-day session with presentations from Surrey County Council and Surrey Police.
- SCC are expected to present a new pack for Parish Councils on Highways and the method of communication.
- There will be stalls at the meeting including Solicitors (Roger Taylor) and Accountants (Mark Mulberry).
- 50 attendees have currently been confirmed.

Approved by the Full Council – 2 November 2023

- Future forums will be open to all councillors to improve inclusion.
- SALC advised that subscriptions will be increased by 2% next year.
- NALC will be communicating with central government on issues effecting Parish and District/Borough Councils. NALC are also considering amendments to the Model Financial Regulations.
- There will be a suggestion for a Beacon Lighting on 6 June 2024 to commemorate 80 years after the D-Day landings.
- There will be a call of new directors for SALC at the AGM.
- Next webinar 17 January 2024.

14 September – Parish Council Planning Training by GBC - I attended this session at Guildford Borough Council with the Vice Chairman Cllr Gordon Adam.

The training was delivered by Claire Upton-Brown Director of Planning at Guildford and Waverley Councils.

Key points that were delivered follow:

- There are Judicial Reviews on Planning decisions happening in Guildford currently and these are now more frequent than in the past.
- Local Plans are not out of date and are reviewed every 5 years after a decision is taken by Guildford Borough Council's full council.
- The review of the plan must include community engagement which has to be set out as part of the decision process.
- The role of Parish Councils is to provide Local Knowledge to the Planning Department on any planning applications that they consider. Items such as Flooding, traffic, environmental etc.
- All comments need to be:
 - Balanced.
 - Relevant.
 - Can not be directed against the applicant.
- The test for an objection must be what harm will be caused by the proposed development.
- All objection letters delivered to the Council are considered in the count to decide if an application goes to the Planning Committee.
- Natural England have confirmed that the AONB extension is in consultation and is not a precedent in determining a planning application.
- Enforcement action should only be taken if it's in the public interest.
- Guildford Planning performance is improving; however, retention of staff is a significant issue with a current churn rate of 40%+.

15 September – Meeting with Steve Gunner - The meeting was held at the Parish Office to finalise the design for the John Gunner memorial bench and was led by the Parish Clerk Gaynor White with input from myself.

Steve and Kelly approved the design.

The definitive design has been passed to the fabricator for building and delivery. The approved design to be presented at the Planning/General Purposes and Finance Committee meeting to be held 12 October 2023 for information only.

18 September – FLGCA Meeting - The FLGCA have had a plaque made commemorating the Platinum Jubilee and thanking WPC for the donation of the Beacon.

I reported on the weeding working party on 17 August and the follow up actions that WPC have taken to weed the planters. I noted that the trees in the planters remain the responsibility of SCC.

I delivered a report on the Boundary Commission changes to Worplesdon SCC Ward. FLGCA requested a copy of our comments to the Boundary Commission for their consideration.

FLGCA delivered an update on the new community centre:

- a) FLGCA are having difficulties in obtaining community engagement without details of the new building.
- b) FLGCA thanked WPC for the grant towards their initial costs.
- c) They have spoken to Your Fund Surrey and have found out:
 - a. They need to obtain part funding for the project.
 - b. The scheme has £60M left within it.
 - c. The largest award to date has been £3.5M to Yvonne Arnaud Theatre.
 - d. There is 18 months left in the schemes term. Therefore, FLGCA have that timeframe to obtain approval of the funding from Your Fund Surrey
 - e. They are considering engagement with the school and Doctors surgery with a view to possible use of the new facility.
 - f. They have found a funding Agency to seek funds – this Agency is currently working with the school.
 - g. They are working with a Wood Street Architect to produce some outline line drawings.
 - h. Their next step is further engagement with the local community.
- d) FLGCA desire to have the estate defined as a 20mph zone.
 - a. I advised them of the SCC initiative of LCWIP initiative, stressing that it is a 10-year scheme.
- e) Items that FLGCA want to have included on the Flood Forum meeting on 17 November are:
 - a. The ditch between 50 Fairlands and the Doctors surgery
 - b. Tangley Lane – no action has been taken by the owner so it's time for SCC to act.

352-2023 - Items for inclusion on future agendas

- a) **London Road Active Travel Scheme** - Surrey County Council has arranged a series of drop-in sessions regarding the proposed London Road Active Travel Scheme – Cllr M Price to attend the 4 October 2023 event on behalf of Worplesdon Parish Council. Cllr M Price to report back at the next Full Council meeting on 2 November 2023.

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

353-2023 - Appointment of a part-time Assistant Groundsperson (16 hours per week)

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr B McShee and unanimously **RESOLVED** that delegated authority be passed to the Staffing Committee to enable them to consider the potential interview/appointment process, if deemed appropriate.

A budget for the additional staff costs having already been approved by the Full Council.

354-2023 - Date of next Full Council meeting – Thursday 2 November 2023 - 19:30.

Meeting closed 10:22pm.

Signed:

Chairman of the Council
Date: 2.11.2023