



Minutes of the Planning/General Purposes and Finance Committee meeting held in the Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX at 7.30pm on Thursday 12 October 2023

363-2023 - Present

Councillors:

Cllr B Ahier, Cllr P Cragg, Cllr M Fance, Cllr J Messinger, Cllr N Mitchell, Cllr M Price, Cllr C Riley, and Cllr T Wright.

In Cllr G Adam's absence it was proposed by Cllr M Fance, seconded by Cllr T Wright, and unanimously **RESOLVED** that Cllr N Mitchell be appointed as Chairman of the Meeting.

Officers of the Council:

Mrs G White – Clerk to the Council
Mrs V Fear – Assistant Clerk

Members of the public:

Mr G Burch.

364-2023 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Cllr G Adam and Cllr D Bird gave their apologies and reason for absence, which were duly accepted by the Committee.

Cllr M Fance substituted for Cllr G Adam.
Cllr C Riley substituted for Cllr D Bird.

365-2023 - Public participation session – 10 minutes

Mr G Burch gave a presentation to the Council setting out his further concerns regarding the financial cost of illuminating the trees at Perry Hill Green for Christmas.

Mr Burch also raised his concerns about the Members' behaviour, which he believes falls short of the Nolan Principles.

The Chairman thanked Mr Burch for his presentation.

366-2023 - Declaration of Disclosable Pecuniary Interests (DPIs) by councillors in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464)

Approved by the Full Council – 2 November 2023

No declarations were made.

367-2023 - Amendments to the Register of Interests

No declarations were made.

368-2023 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

369-2023 - Declaration of Non-pecuniary interests

No declarations were made.

370-2023 - Declaration of gifts or hospitality over £50

No declarations were made.

371-2023 - Planning Applications for consideration:

Planning Application No: [23/P/01497](#) - 76 Frog Grove Lane, Guildford, GU3 3HA - Erection of single-storey rear extension with roof lights.

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

Planning Application No: [23/P/01557](#) - 1A Dorrit Crescent, Guildford, GU3 3AL - Ground floor side extension following the demolition of the existing carport and infill extension of the existing front porch.

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

Planning Application No: [23/P/01381](#) - Little Tangley, Salt Box Road, Guildford, GU3 3LH - Creation of new entrance and erection of brick wall, piers, and gates (retrospective application).

It was **RESOLVED**: that the parish council object to this retrospective planning application for the following reasons:

1. Without visibility splays first being provided, the eastern gates should not be used.
2. Without steps being taken to set back the gates from the highway, to enable vehicles using this entrance gate to safely pull off the highway prior to the gate opening, the gates should not be used.
3. The gates are urban in their design, which is out of keeping in a rural location.

Local knowledge indicates an accident took place outside Little Tangley on 12 October 2023 to which Police attended, although the Parish Council does not know what the cause of the accident was.

Planning Application No: [23/P/01569](#) - 142 Envis Way, Fairlands, Guildford, GU3 3NL - Proposed single storey side and rear extensions and conversion of loft space to habitable accommodation with front, side and rear dormers following demolition of existing detached single car garage.

It was **RESOLVED**: that the Parish Council object to this planning application as the bulk, size and mass of the proposed extension is out of keeping with the adjacent semi-detached dwelling and the wider street scene.

The Parish Council requested that, should planning permission be granted, the following condition should be applied.

1. To avoid school traffic, and to reduce the risk of injury to school children, no deliveries should be made between 7.45am - 9.30am or 3pm – 4.30pm.

Planning Application No: 23/P/01583 - Stringers Barn, Salt Box Road, Guildford, GU4 7PX - Listed building consent for the erection of a garage following demolition of existing stable building.

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

372-2023 - Succession planting (trees across the parish – Concurrent Functions Grant Aid)

The Assistant Clerk had prepared a spreadsheet showing the proposed species of trees to be used (as wide a variety as possible using size (and root depth) appropriate trees for each location)) together with plans for Pitch Place Green, Perry Hill Green, Wood Street Village Green, the roundabout in Fairlands at the junction of Envis Way and Louis Fields (as agreed by Surrey County Council), and Jacobs Well Recreation Ground showing the proposed locations of the trees for each site.

The optimum time for tree planting being October to January annually – the trees are required to be ordered ASAP. Each tree must come with its own ‘passport’ to limit the risk of disease introduction.

The Clerk advised that a greater number of trees could be purchased as contractors are not being commissioned to carry out the planting work. Instead, the Councillors and staff will be required to dig the holes and plant the trees. This limits the size of the saplings that can be planted as the Council lacks the resources to be able to transport large trees across the parish. Whilst tree guards, tree supports and ‘treegators’ (to assist with watering) will be purchased, no guarantees are available to replace the trees should they fail due to a lack of water.

It was proposed Cllr P Cragg, seconded Cllr J Messinger and unanimously **RESOLVED** that the proposed site locations and selected tree species choices be approved. The staff to decide which trees should be planted at each of the locations.

Cllr P Cragg suggested that councillors and volunteers would be required to assist with the watering task.

The Assistant Clerk was thanked for all her hard work on this project.

Power to spend: General Power of Competence 2011

373-2023 - Finance:

a) Christmas Illuminations – Perry Hill Green

The Clerk stated that she had accepted the contractor’s quotation to rewrap the trees using overhead wires, as instructed by the council (contrary to the contractor’s advice), following which the contractor had advised that in order to use overhead wires, a telegraph pole would need to be erected to support those wires, which would cost £1,254 & VAT. This information had not been available prior to the previous Full Council meeting, as the contractors had repeatedly stated their recommendation to lay the cables in a trench across the Green.

The Clerk advised that the tree surgery required to tree numbers 136 and 140 will take place on 15 December 2023 and recommended not illuminating any of the horse chestnut trees this year due to the ongoing complaints being received about the expenditure involved with these illuminations – as well as separate, individual complaints about their inappropriateness within the Conservation Area.

Following a debate, it was proposed by Cllr N Mitchell, seconded by Cllr J Messinger, and unanimously **RESOLVED** that, due to time constraints, the trees requiring tree surgery would not be rewrapped this year.

This decision supersedes the Council’s previous decision to rewrap Christmas lights in the horse chestnut trees. Minute number 339-2023 refers.

The Clerk advised that should the Council be mindful to continue with Christmas illuminations, the Council will have to go out to tender during the summer of 2024.

b) 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 M Price, and unanimously **RESOLVED** that payments to the value of £35,087.38 be approved. The payment list was then signed by the Chairman of the meeting.

Table 3: Payment list – 12 October 2023

Code	Date	Description	Supplier	Net £	VAT £	Total £
Revenue Costs Works Vehicle	21/09/2023	Fuel for works van	Waitrose Shell	44.06	8.81	52.87
Land Management	22/09/2023	50m Tape Measure	Screwfix Direct Ltd	7.91	1.58	9.49
IT budget	25/09/2023	Halo for business 1 - ultrafast 2 & value line	BT PLC	48.95	9.79	58.74
Establishment Charges	26/09/2023	Stationery	Viking	56.64	11.33	67.97
Training	27/09/2023	Training - Various	SLCC Enterprises Ltd	250.00	50.00	300.00
Training	27/09/2023	Training - Quotes, Tenders & Contract Management - GW & VF	SLCC Enterprises Ltd	60.00	12.00	72.00
Establishment Charges	27/09/2023	Jacobs Well Newsletter - Paper	Mr T Dowling	37.00	0.00	37.00
Cost of hiring meeting rooms	27/09/2023	Booking for Annual Parish Assembly 2024	FLGCA	145.00	0.00	145.00
Parish Newsletter	27/09/2023	Distribution parish newsletters	Colne Distribution Ltd	350.00	70.00	420.00
Land Management	27/09/2023	Hire of storage container MW - October 2023	Activate Learning	75.00	0.00	75.00
Training	27/09/2023	Training - How to use ChatGPT - GW	SLCC Enterprises Ltd	15.00	3.00	18.00
Establishment Charges	27/09/2023	Insurance premium - year 1 of 3	Zurich Town and Parish Insurer Trust	2,578.99	0.00	2,578.99
Staff Costs	27/09/2023	Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's	Staff Costs	11,427.85	0.00	11,427.85
Staff mileage	27/09/2023	Mileage	Mrs G F White	40.30	0.00	40.30
Staff mileage	27/09/2023	Mileage	Mrs V C Fear	26.00	0.00	26.00
Parish Office	28/09/2023	Water and sewerage charge - Unit 2 Saxton - Oct 2023	Castle Water	22.63	1.13	23.76
Parish Office	28/09/2023	Business rates - Parish Office	Guildford Borough Council	887.00	0.00	887.00
Community Car Park	28/09/2023	Business rates - Community Car Park	Guildford Borough Council	101.00	0.00	101.00
Establishment Charges	21/09/2023	Facebook Job Advert 27 to 30 August 2023	Meta Platforms Ireland Limited	16.00	0.00	16.00
Bank Interest/Charges	30/09/2023	Bank charge	Unity Trust Bank	18.00	0.00	18.00
Memorial Bench - John Gunner	04/10/2023	John Gunner Memorial Bench	David Ogilvie Engineering Ltd	6,625.00	1,325.00	7,950.00
Maintenance of car park	04/10/2023	WSV Community Car Park - Kerbs	T J Hunt (Contracting) Ltd	4,962.00	992.40	5,954.40
Revenue Costs Works Vehicle	11/09/2023	Air for Van Tyres	Sainsburys	0.50	0.00	0.50

Code	Date	Description	Supplier	Net £	VAT £	Total £
Land Management	26/09/2023	Materials	B&Q	2.43	0.49	2.92
Land Management	28/09/2023	Materials	Wickes	10.42	2.08	12.50
Revenue Costs Works Vehicle	01/10/2023	Service plan - 36th instalment of 36	PlanMyService LLP	27.52	0.00	27.52
IT budget	02/10/2023	BT Business Mobile Broadband	BT PLC	7.16	1.43	8.59
Christmas trees/lights WS, Perry Hill	04/10/2023	Electrical supply Perry Hill Green - First Payment	Octopus Energy Limited	29.08	1.45	30.53
Establishment Charges	04/10/2023	SALC Conference 2023	Surrey ALC Ltd	40.00	8.00	48.00
Professional Advice	04/10/2023	Payroll services - qtr to 30/09/2023	Mulberry & Co	105.00	21.00	126.00
IT budget	04/10/2023	Printer ink	Cosmos Solutions	234.00	46.80	280.80
Grass Cutting	04/10/2023	Grass cutting - Month 7 2023	Holly Landscape and Training	1,376.93	275.39	1,652.32
IT budget	04/10/2023	External back-up - October 2023	RISC IT	42.00	8.40	50.40
Land Management	06/10/2023	Materials	B&Q	9.17	1.83	11.00
Grass Cutting	10/10/2023	Grass cutting - Month 8 2023	Holly Landscape and Training	1,376.93	275.39	1,652.32
Accrual towards bus shelters/seats/benches etc	10/10/2023	Replacement bench - Fairlands outside shops	No Butts Bin Company Limited	632.00	126.40	758.40
Parish Office	10/10/2023	Six monthly Fire alarm maintenance	W J Fire Ltd	90.00	18.00	108.00
Land Management	10/10/2023	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	31.84	6.37	38.21
Total				£31,809.31	£3,278.07	£35,087.38

c) Rural Pie Seat, Worplesdon - Minute number - 304-2023

Surrey County Council has confirmed that it has no objection to the replacement seat, provided it is no larger than the existing.

The cost of backless bench from NBB – including a QR code (pointing to a history page on the Parish Council’s website) would cost £270 & VAT plus installation costs (assumed to be no more than £500).

Mr Burch left the meeting at 20:44.

Following discussion, it was proposed by Cllr J Messinger, seconded by Cllr P Cragg, and unanimously **RESOLVED** that the Council authorise expenditure of £770 to enable a replacement seat to be installed. The family to be permitted to replace their memorial plaque on the replacement seat.

Power to spend: PCA 1957, s1

At 20:45 the Chairman called a comfort break. The meeting reconvened at 20:53.

d) 1st Draft Budget for 2024/2025

The draft budget was tabled for the Members’ consideration. The Clerk/Responsible Financial Officer (RFO) had proposed a budget increase of 10.63%, which would bring the budget up to £336,684. The Clerk/RFO advised that as Guildford Borough Council has not yet announced the tax base for 2024/2025, it had not been possible to accurately calculate the Band D rating figure, at this stage.

Members acknowledged the loss of the Local Council Tax Support Scheme Grant (LCTSS) from Guildford Borough Council (an annual grant of £9,424) is deeply regrettable, as it has resulted in an additional 3.1% increase over which the Parish Council had no control. Had the LCTSS grant still been available, the proposed budget increase would have been 7.53% - just above the current rate of inflation.

The Committee then scrutinised each line of the budget.

Following discussion, it was proposed by Cllr P Cragg, seconded by Cllr M Fance, and unanimously **RESOLVED** that the Committee recommended the draft budget be put to the Full Council without change and thanked the officers for their hard work.

The Clerk/RFO advised that the ongoing use of reserves (working balances) to reduce the percentage increase to the budget was extremely unwise.

The following documents used to inform the budget setting process had been circulated to all members with the draft budget:

- Use of Reserves Policy
- Financial Risk Assessment
- Explanation about the Precept
- Financial Regulations
- Business Plan.

The draft budget is to be reconsidered at the next Full Council meeting.

At 22:18 Cllr P Cragg left the room.

FOR INFORMATION ONLY

374-2023 - Memorial Bench – the late John Gunner (Freeman of the Parish of Worplesdon)

Details of the final artwork were presented to the Council for information only. The bench will now be manufactured and is anticipated to be installed in January 2024. The exact location for the seat has yet to be determined.

Cllr P Cragg returned to the room 22:21.

Cllr T Wright stated that financial contributions towards John's memorial bench had been offered by the Wood Street Village Association, the Wood Street Village Horticultural Society, and the Wood Street Village Cricket Club. The Clerk advised that, to date, no written correspondence from any of these organisations has been formally received offering any monies towards this commemorative bench.

The Committee confirmed any financial contributions would be welcomed.

375-2023 - Date of next Planning/General Purposes and Finance Committee meeting – 23 November 2023.

Meeting closed 22:24

Signed:

Chairman of the Council

Date: 2.11.2023