



**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 23 November 2023**

**409-2023 - Present**

**Councillors:**

CLlr G Adam, CLlr B Ahier, CLlr D Bird, CLlr P Cragg, CLlr J Messinger, CLlr N Mitchell, CLlr M Price, and CLlr T Wright.

**Officers of the Council:**

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

**Members of the public:**

No members of the public were present.

**410-2023 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40**

None received.

**411-2023 - Public participation session**

No members of the public were present.

**412-2023 - 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.

**413-2023 - Amendments to the Register of Interests**

CLlr J Messinger declared an amendment to her Register of Interests, which she had reported to the Clerk.

**414-2023 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

**415-2023 - Declaration of Non-pecuniary interests**

Approved by the Full Council – 14 December 2023

No declarations were made.

**416-2023 - Declaration of gifts or hospitality over £50**

No declarations were made.

**417-2023 - Planning Applications for consideration:**

**Planning Application No: 23/T/00283 - Worplesdon Rifle Range, Worplesdon Road, Guildford** - T1 (group of 7x dead Elm trees) - fell. T2 (dead Sycamore) - Fell. T3- (3 x Hazel) - Coppice leaving stumps at approximately 20 inches high. T4 (4x Dead Silver Birch stems) - Fell. TPO P1/201/222.

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

**Planning Application No: 21/P/01882 - North Moors Allotment Site, North Moors, Worplesdon, Guildford, GU1 1SE** - Change of use of amenity land to deliver 78 allotment plots, bee keeping facilities, composting areas, community buildings, landscaping and associated cycle storage and car parking. (Revision of Location Plan to Application 20/P/00197).

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

**Planning Application No: 23/P/01844 - 100 Oak Hill, Wood Street Village, Guildford, GU3 3ES** - Erection of single storey detached garage and single storey rear extension and demolition of existing garage.

It was **RESOLVED:** that Worplesdon Parish Council raise concern about the lack of information provided with this planning application. There are missing elevations, and no information has been provided to show what changes are proposed for the existing dwelling once the extension is built.

Due to its location close to St Alban's Church, assuming this application is approved, a Construction Management Plan would be required.

**Planning Application No: 23/P/01878 - 23 Rydes Hill Crescent, Guildford, GU2 9UH** - Proposed two storey side extension following demolition of the existing lean-to.

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

**Planning Application No: 23/P/01766 - 6 Fairlands Avenue, Fairlands, Guildford, GU3 3LX** - Retrospective planning application for the approval of an existing garden office (outbuilding).

It was **RESOLVED:** that the Parish Council request, should planning permission be granted, a condition be applied stating this building must remain ancillary to the main dwelling (in perpetuity) in accordance with policy H4 of the Local Plan.

**Planning Application No: 23/P/00737 and 23/P/00736 Norton Farm Cottage, Rickford, Worplesdon, Guildford, GU3 3PJ** - Listed Building Consent for demolition of the existing stable blocks and construction of a single storey ancillary residential building with storage areas and attached two bay carport; enclosure of three bays in the open store front elevation of the adjoining single storey annexe, and replacement access from main driveway to new carport.

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

**418-2023 - 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 D Bird, seconded by Cllr T Wright, and unanimously **RESOLVED** that payments to the value of £16,841.28 be approved. The payment list was then signed by the Chairman of the meeting.

**Table 3: Payment list – 23 November 2023**

Code	Date	Description	Supplier	Net	VAT	Total
Revenue Costs Works Vehicle	02/11/2023	MOT test for works van	Normandy Garage	47.50	0.00	47.50
Revenue Costs Works Vehicle	02/11/2023	Maintenance works van	Normandy Garage	20.91	4.18	25.09
Establishment Charges	03/11/2023	Stationery	Viking Office UK Limited	69.08	13.82	82.90
Establishment Charges	03/11/2023	2 x Copies of Surrey Advertiser required for s38 purposes	Tesco	4.80	0.00	4.80
Land Management	07/11/2023	Materials	Screwfix Direct Ltd	6.64	1.33	7.97
IT budget	07/11/2023	External back-up - November 2023	RISC IT	42.00	8.40	50.40
Establishment Charges	06/11/2023	7 x Banners for Christmas Lights Consultation	Hampshire Flag Company Ltd	183.79	36.76	220.55
Revenue Costs Works Vehicle	08/11/2023	Vehicle insurance	Zurich Town and Parish Insurer Trust	796.04	0.00	796.04
Christmas trees/lights WS, Perry Hill	08/11/2023	Christmas tree/ lights year 4 of 4	JDS Decorations Ltd	8,000.00	1,600.00	9,600.00
Grass Cutting	09/11/2023	Grass cutting - Month 9 2023	Holly Landscape and Training	1,376.93	275.39	1,652.32
Land Management	08/11/2023	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	31.84	6.37	38.21
Revenue Costs Works Vehicle	09/11/2023	Fuel for works van	Waitrose Shell	44.49	8.90	53.39
Training	14/11/2023	Training - How to use ChatGPT - GW	SLCC Enterprises Ltd	15.00	3.00	18.00
Training	14/11/2023	Training - People Management	SLCC Enterprises Ltd	72.00	0.00	72.00
Accrual towards bus shelters/seats/benches etc	14/11/2023	Replacement bench - Worplesdon opposite Memorial Hall	No Butts Bin Company Limited	250.30	50.06	300.36
Land Management	14/11/2023	Cable ties	Screwfix Direct Ltd	14.69	2.94	17.63
Parish Office	15/11/2023	Gas & Electricity - Unit 2 Saxton - 08.10.23 - 31.10.23	Octopus Energy Limited	133.64	6.68	140.32
Parish Office	15/11/2023	Annual gas safety check and boiler service	TA Pearson Plumbing & Heating	110.00	22.00	132.00
Establishment Charges	15/11/2023	Hazardous waste removal	CLD Services Ltd	119.80	23.96	143.76
Land Management	15/11/2023	Maintenance - Flower border and Planters - Fairlands	Nigel Jefferies Landscapes Ltd	152.00	30.40	182.40
Audit Fees	15/11/2023	Internal Audit 2023-24	Mulberry & Co	173.75	34.75	208.50
Establishment Charges	15/11/2023	PPE for Groundsman	Mrs G F White - Cluskeys CCP Ltd	144.49	28.90	173.39
Establishment Charges	15/11/2023	PPE for Groundsman - Boots	Mrs G F White - Cluskeys CCP Ltd	65.00	0.00	65.00
Tree Surgery	15/11/2023	Tree works at Pitch Place Green	Dave Ford Tree Care	225.00	45.00	270.00
Tree Surgery	15/11/2023	Tree works at Nevins Copse	Dave Ford Tree Care	470.00	94.00	564.00
Tree Surgery	15/11/2023	Tree works at Jacobs Well Recreation Ground	Dave Ford Tree Care	620.00	124.00	744.00
IT budget	16/11/2023	OnePhone - phone charges - including mobile data	BT PLC	196.91	39.38	236.29
Land Management	01/11/2023	Hire of skip	John Gunner & Co Ltd	235.00	47.00	282.00

Code	Date	Description	Supplier	Net	VAT	Total
Chairman's Allowance	13/11/2023	Food for event	Sainsburys	66.50	0.00	66.50
Land Management	17/11/2023	Materials	Costco	39.97	8.00	47.97
IT budget	20/11/2023	Subscription - November 2023	Adobe	16.64	3.33	19.97
IT budget	20/11/2023	Mobile Phone - Groundsman	GiffGaff	182.50	36.50	219.00
Establishment Charges	22/11/2023	Boots for Groundsman	Screwfix Direct Ltd	64.99	13.00	77.99
Parish Office	21/11/2023	Water and sewerage charge - Unit 2 Saxton - 01.10.23-31.10.23	Castle Water	50.93	2.55	53.48
Establishment Charges	22/11/2023	Stationery	Caboodle	18.68	3.74	22.42
Establishment Charges	22/11/2023	Stamps	Caboodle	186.18	0.00	186.18
Parish Office	22/11/2023	Cash fee for Statutory Declaration	Mrs G F White - Parklands Property Lawyers	5.00	0.00	5.00
Chairman's Allowance	22/11/2023	Refreshments - Flood Forum	Mrs G F White - Tesco	6.60	0.00	6.60
Parish Office	22/11/2023	Postage - Return of Signed Lease for Unit 2 Saxton	Mrs G F White - Post Office Ltd	7.35	0.00	7.35
<b>Total</b>				<b>14,266.94</b>	<b>2,574.34</b>	<b>16,841.28</b>

**b) NALC salary scales for 2023/2024 announced by the National Association of Local Councils (NALC) 2 November 2023:**

- i. The new SCP points salaries had been announced by NALC. The increase to be backdated to 1 April 2023. It was proposed by Cllr N Mitchell, seconded by Cllr G Adam, and unanimously **RESOLVED** that the new salary awards, as agreed by NALC, be approved and adopted.
- ii. It was proposed by Cllr D Bird, seconded by Cllr P Cragg and unanimously **RESOLVED** that the back-dated pay owed to the Clerk, Assistant Clerk, Head Groundsman, and Finance Officer also be approved and paid with the November salaries.

**Table 1: SCP payable as of 1.4.2023**

Name	SCP payable w.e.f. 1.4.2023	Annual leave entitlement
Mrs V C Fear (Assistant Clerk)	26	26 days (pro-rated) more than five years' service
Mr A Connor (Groundsman)	8	23 days (pro-rated)
Mrs H R Lawrence (Finance Officer)	20	23 days (pro-rated)
Mr P Trevena (Head Groundsman)	23 (top of payscale)	23 days (pro-rated) more than five years' service
Mrs G F White (Clerk to the Council)	36 (top of payscale)	26 days more than five years' service

**c) 2024/2025 Budget v3**

The Responsible Financial Officer (RFO) had updated the budget which was tabled for further consideration [salary increases and gross cutting inflationary increase 2023/2024]. Guildford Borough Council has not yet advised the tax base for 2024/2025, therefore the impact on the Band D rating was still not known.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr M Price, and **RESOLVED** that the Planning/General Purposes and Finance Committee recommend approval of the budget set at £339,350.

A vote took place: seven in favour, Cllr B Ahier abstained. Motion carried.

**d) VAT refund 2<sup>nd</sup> quarter (1.7.2023 – 30.9.2023)**

A refund of £3,832.25 was received from HRMC on 2 November 2023.

**e) Jazz Festival 21 July 2024**

A revised event application had been received from Challengers, who apologised for the mix up in the dates.

Cllr T Wright advised that the Horticultural Society is charging the charity £250 for use of the marquee, which the Horticultural Society now consider to be a commercial venture.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr P Cragg and **RESOLVED** that approval for the festival be given, subject to receipt of the appropriate risk assessment and a copy of Challengers public liability certificate for 21 July 2024 (when available). The fee for use of the Green to be waived on this occasion. The fee to be reconsidered in 2024.

A vote took place: seven in favour, Cllr N Mitchell objected. Motion carried.

A condition of the approval being that the Parish Council’s logo is to be used on all publicity material.

The charges for use of Wood Street Village Green to be reviewed for each and every event, whether for charitable purposes or not.

**419-2023 - Compliance with Health and Safety Law**

The Committee considered the work of the Parish Council concluded that the Council is fulfilling its duties with regard to Health and Safety legislation:

Risk	Requirements
Playground equipment	Weekly, quarterly, and annual inspections undertaken
Trees	Monthly and annual tree inspections carried out and associated works undertaken as and when required
Chainsaw use	The chainsaw equipment has now been sold.
Works vehicle	Annual insurance policy in place and service plan held
Community Car Park/public open spaces/assets of the Council	Weekly and monthly inspections – repairs carried out as and when required
Work parties/office staff	First aid training has been undertaken by the Clerk to the Council and the Head Groundsman. The Assistant Clerk, Finance Officer and Groundsman will be required to undertake First Aid training at the earliest opportunity.

It was recommended that:

- All staff to undertake appropriate first aid training at the earliest opportunity.
- Salt levels for the grit bin in the Community Car Park to be checked, and, if necessary, further supplies of salt to be obtained. A further salt bin has been installed at Perry Hill Green following the problems experienced during the cold snap last December.
- The Assistant Clerk has recently undertaken a ‘Getting into Health and Safety’ course, however, given the Parish Council will soon have five employees and the legal requirements for risk assessments

changes over this threshold, the Assistant Clerk has requested permission to go on specific risk assessment training.

It was acknowledged that any major HSE issue can have financial implications. Therefore, the Assistant Clerk should be permitted to do additional training.

The new groundsman will be expected to support the Assistant Clerk with the various risk management issues and will also be required to undertake a number of training courses (first aid, New Roads and Street Works Act (NRSWA) training, playground inspection training, basic tree inspections, etc.

Scribe are soon expecting to provide a new 'add on' to cover asset management, this will ensure that the accounts, asset register and asset maintenance records can all be centralised in one software package. The cost of this additional software is not currently known.

#### **420-2023 - Removal of the Jacobs Well Road bus shelter (near Watts Cottage)**

One of the rear legs of the bus shelter is collapsing into adjacent drainage chamber. This issue had been raised with Surrey County Council, which has decided to remove this bus shelter and to relocate it elsewhere in the county.

Details of the patronage have been requested by the Parish Council, but no information has yet been provided. Following discussion, it was agreed that the Parish Council ask that if this bus shelter is to be relocated, could it be used to replace the ageing bus shelter at Worplesdon St Mary's, which keeps being struck by HGVs.

#### **FOR INFORMATION ONLY**

#### **421-2023 - Christmas Carol Event – Wood Street Village Green 16.12.2023 – 4pm**

Insurance Schedule and updated application form received, and circulated to the Members.

#### **422-2023 - Date of next Planning/General Purposes and Finance Committee meeting – 1 February 2024.**

Meeting closed 20:25

Signed:  
Chairman of the Council  
Date: 14.12.2023