



**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 2 November 2023**

**382-2023 - Present**

**Councillors:**

Cllr G Adam, Cllr B Ahier, Cllr D Bird, Cllr P Cragg, Cllr N Crampin, Cllr S Ellahi, Cllr M Fance, 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:**

Borough Cllr Bill Akhtar and County Cllr K Witham were in attendance for part of the meeting.

**383-2023 - Chairman's Announcements**

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

**384-2023 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40**

Apologies were received from: borough councillors Honor and Philip Brooker.

**385-2023 - Public participation session**

No members of the general public were present, however, due to exceptional circumstances, an email from Mr G Burch dated 1 November 2023 was read to the meeting. Mr Burch's email had been circulated via email to all Members in advance of the meeting.

**386-2023 - Declaration of Non-pecuniary Interests**

Cllr T Wright declared an interest in items 16 and 18 on the agenda as he is a member of the WSVa, the Wood Street Village Show Committee, and the Wood Street Village Horticultural Society.

Cllr B McShee and Cllr P Cragg also declared they are members of the WSVa.

**387-2023 - Declaration of Disclosable Pecuniary Interests (DPIs) - by councillors in accordance with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012 No 1464)**

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No declarations were made.

**388-2023 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

**389-2023 - Amendments to the Register of Interests**

No declarations were made.

**390-2023 - Declaration of gifts or hospitality over £50**

No declarations were made.

**391-2023 - Borough Councillor's report**

Cllr Bill Akhtar provided the following verbal report:

**Guildford issues**

**1. Guildford Borough Council finances**

On 10 October 2023, the Borough Council avoided declaring a S114 notice because some savings had been found.

An updated budget will be presented to the Full Council at the February 2024 meeting, at which point even further savings will require to be found.

**2. North Street Development**

The revised planning application has been approved. 47 affordable units has been secured. Whilst this may be less than the 40% policy requirement, due to the viability clause, had the council pursued this matter, there may have been more affordable units or indeed there may have been no affordable units available. The Borough Council felt, therefore, that securing 47 guaranteed affordable units was the best available option.

**3. Motions proposed at 10 October 2023 Full Council meeting**

The Conservatives proposed a number of motions at this meeting, not all of which were approved.

**Worplesdon Issues**

**1. Blackwell Farm – Proposed solar farm**

A site meeting was undertaken - there is no new information to impart.

**2. Hesters Yard**

No further updates have been provided, albeit the planning officer has expressed concern about the scope of the development – especially the proposed use of some Green Belt land. These concerns have been raised with the developers for their further comment.

**392-2023 - Wood Street Village SANG (Suitable Alternative Natural Greenspace)**

Cllr Bill Akhtar gave the following report:

The major stumbling block in the Wood Street Knoll (SANG) being opened appears to be determination of the S106 Agreement between the landowner and Guildford Borough Council.

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Regrettably, the landowner is not willing for the car park to be opened at the present time.

I will continue to push for a resolution to this matter.

The Parish Council highlighted the concerns being raised by residents which are:

1. Near miss accidents as motorists reverse from the bellmouth of the car park out onto Frog Grove Lane.
2. Dog mess being left all over the SANG.
3. It has taken years to get to this position, but there remains no end in sight.
4. Motorists parking over the tactile pavement on both sides of the road.

### **393-2023 - County Councillor's report**

Cllr K Witham's November 2023 had been circulated to all Members via email in advance of the meeting:

Cllr Witham's report included details about the following matters:

1. Visit to the Surrey Police HQ; Meetings with the Chief Constable, the Guildford Police Commander, and the Surrey Police and Crime Commissioner, Lisa Townsend.
2. Community Speedwatch - How residents can help to combat speeding by supporting your local Community Speedwatch.
3. Updates re Guildford Borough Council
4. Fox Corner Wildlife area, new Boardwalk
5. Riding for the Disabled, new defibrillator
6. Emmanuel Church, new disabled ramp
7. Normandy Community Shop and Cafe Opening
8. Surrey Schools - at the forefront of Eco-Schools
9. Worplesdon Young Musician of the Year 2024
10. Combatting Rural Crime – PCSOs
11. New gritting trucks for Surrey ready for the winter
12. Advice about flooding and adverse weather
13. Welcome - Surrey Fire and Rescue's latest recruits

### **394-2023 - Minutes of the previous meetings:**

It was proposed by Cllr D Bird, seconded by Cllr M Fance, and unanimously **RESOLVED** that the minutes of the Full Council meeting held 21 September 2023 be approved and signed by the Chairman as a true record.

It was proposed by Cllr G Adam, seconded by Cllr B Ahier, and unanimously **RESOLVED** that the minutes of the Staffing Committee meeting held 2 October 2023 be approved and signed by the Chairman as a true record.

It was proposed by Cllr M Fance, seconded by Cllr P Cragg, and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee meeting held 12 October 2023 be approved and signed by the Chairman as a true record.

It was proposed by Cllr P Cragg, seconded by Cllr S Ellahi, and unanimously **RESOLVED** that the minutes of the Staffing Committee meeting held 30 October 2023 be approved and signed by the Chairman as a true record.

It was agreed that, in future, no changes will be made to the minutes at the request of a resident. The minutes are the lawful record of the meeting and only the Members have the right to request they be changed if they are believed to be factually incorrect.

### **395-2023 - Planning Applications for consideration**

Cllr G Adam presented the planning applications to the meeting.

**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.

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

**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.

It was **RESOLVED**: that the Parish Council object to this planning application on the grounds that the proposed two-storey rear extension will result in a loss of daylight to the adjacent semi-detached dwelling.

**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.

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

**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.

It was **RESOLVED**: that the Parish Council reiterate its previous comments which were:

1. The proposed design is poor and makes the extension look bulky, particularly the roofline.
2. The extension looks out of keeping with the existing street scene.
3. The large window in the stairwell is also out of keeping with the street scene.

The Parish Council would suggest that the roofline should be extended continuously across the full width of the proposed extension.

**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.

It was **RESOLVED**: that the Parish Council comment as follows:

- The mass of the proposed property will reduce the openness of the area, which is visible for the adjacent public right of way no. 447.

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

It was **RESOLVED**: leave to Guildford Borough Council’s specialist Tree Officer.

**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).**

Leave to Guildford Borough Council’s specialist Tree Officer.

**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).**

It was **RESOLVED**: leave to Guildford Borough Council’s specialist Tree Officer.

**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.**

**396-2023 - 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 T Wright, seconded by Cllr J Snowball and unanimously **RESOLVED** that payments to the value of £26,950.07 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

**Table 1: Proposed list of payments 2 November 2023**

Code	Date	Description	Supplier	Net	VAT	Total
Land Management	10/10/2023	Materials	B&Q	5.33	1.07	6.40
Land Management	12/10/2023	Materials	B&Q	20.67	4.13	24.80
IT budget	16/10/2023	OnePhone - phone charges - including mobile data	BT PLC	196.91	39.38	236.29
Parish Office	17/10/2023	Gas & Electricity - Unit 2 Saxton - 01.09.23 - 07.10.23	Octopus Energy Limited	8.83	0.44	9.27
Christmas trees/lights WS, Perry Hill	17/10/2023	Electrical supply Perry Hill Green - 02.09.23 - 01.10.23	British Gas	11.68	0.58	12.26
Parish Office	17/10/2023	Rent Unit 2 Saxton - 29.09.23 - 24.12.23	TL Fund	6,750.00	1,350.00	8,100.00
Parish Office	17/10/2023	Half yearly service charge 01.07.23 - 31.12.23	TL Fund	209.77	41.95	251.72

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Code	Date	Description	Supplier	Net	VAT	Total
Parish Office	17/10/2023	Quarterly service charge 01.07.23 - 30.09.23	TL Fund	177.12	35.42	212.54
Parish Office	17/10/2023	Quarterly service charge 01.10.23 - 31.12.23	TL Fund	177.12	35.42	212.54
Land Management	18/10/2023	Maintenance - Flower border and Planters - Fairlands	Nigel Jefferies Landscapes Ltd	152.00	30.40	182.40
Land Management	18/10/2023	Slimline Green Salt Bin and fixing kit	Glasdon UK Ltd	252.83	50.57	303.40
Tree Surgery	18/10/2023	Tree surgery - Worplesdon Play Area	Dryad Tree Services Ltd	360.00	72.00	432.00
Tree Surgery	18/10/2023	Tree works at Pitch Place	Forest and Garden Timber Services	860.00	172.00	1,032.00
Audit Fees	18/10/2023	External audit fee - 2022/23	PKF Littlejohn	630.00	126.00	756.00
Revenue Costs Works Vehicle	19/10/2023	Fuel for works van	Waitrose Shell	44.49	8.90	53.39
IT budget	19/10/2023	Subscription - October 2023	Adobe	16.64	3.33	19.97
Establishment Charges	19/10/2023	SALC Conference 2023	Surrey ALC Ltd	20.00	4.00	24.00
Tree Surgery	19/10/2023	Submit planning application for Manual Excavation within RPA's of trees on Perry Hill Green	Dryad Tree Services Ltd	65.00	13.00	78.00
Parish Office	19/10/2023	Refixing of office door handle	Guildford Lock and Safe	78.00	15.60	93.60
Christmas trees/lights WS, Perry Hill	20/10/2023	Electrical supply Perry Hill Green - 02.10.23 - 03.10.23 Final Bill	British Gas	0.77	0.04	0.81
IT budget	24/10/2023	Halo for business 1 - ultrafast 2 & value line	BT PLC	48.95	9.79	58.74
Land Management	24/10/2023	Materials	Wickes	46.33	9.27	55.60
Staff Costs	26/10/2023	Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's	Staff Costs	11,819.30	0.00	11,819.30
Staff mileage	26/10/2023	Mileage	Mrs V C Fear	70.20	0.00	70.20
Staff mileage	26/10/2023	Mileage	Mrs G F White	50.05	0.00	50.05
Establishment Charges	26/10/2023	Surrey Advertiser - S38 Public Notice	Reach Publishing Services Limited	763.52	152.70	916.22
Parish Office	30/10/2023	Water and Sewerage charge - Unit 2 Saxton - Nov 2023	Castle Water	22.63	1.13	23.76
IT budget	30/10/2023	Office 365 charges	BT PLC	337.36	67.47	404.83
Land Management	31/10/2023	Boots for Groundsman	Absolute Snow (The Boarding Company Limited)	55.03	11.01	66.04
Parish Office	31/10/2023	Business rates - Parish Office	Guildford Borough Council	887.00	0.00	887.00
Community Car Park	31/10/2023	Business rates - Community Car Park	Guildford Borough Council	101.00	0.00	101.00
Revenue Costs Works Vehicle	01/11/2023	Vehicle tax - WR69 VAM	DVLA	320.00	0.00	320.00
IT budget	01/11/2023	BT Business Mobile Broadband	BT PLC	7.16	1.43	8.59
Land Management	01/11/2023	Hire of storage container MW - November 2023	Activate Learning	75.00	0.00	75.00
Parish Office	01/11/2023	External window cleaning	Trevor Porter Window Cleaning Service	30.00	6.00	36.00
Establishment Charges	01/11/2023	Parking fee - 19.10.23	Mrs G F White - RingGo Ltd	7.50	1.50	9.00
Establishment Charges	01/11/2023	Parking fee - 19.10.23	Mrs V C Fear - RingGo Ltd	6.12	1.23	7.35
<b>Total</b>				<b>24,684.31</b>	<b>2,265.76</b>	<b>26,950.07</b>

**b) Bank reconciliations for September 2023**

The Finance Officer (FO) had prepared the bank reconciliation for September 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 G Adam, seconded by Cllr P Cragg, and

unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendix 2 - September 2023 Bank Reconciliation

**c) Monthly budget reports for September 2023**

The FO had prepared the budget reports for September 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 N Crampin, seconded by Cllr D Bird, 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 – September 2023: Summary Budget Report, Net Position Report and Earmarked Reserves Report.

**d) External Audit Report**

The External Auditor had provided an unqualified audit report from PKF Littlejohn. The Notice of Completion of Audit was posted to the Parish Council's website and on the parish notice boards on 25 September 2023 in accordance with the financial regulations.

It was proposed by Cllr M Fance, seconded by Cllr G Adam, and unanimously **RESOLVED** that the External Auditor's report be approved and accepted.

**e) 2<sup>nd</sup> instalment – Precept 2023/2024**

The second instalment of the 2023/2024 together with the second instalment of the Local Council Tax Support Scheme Grant (LCTSS) amounting to £156,874.50 has been received from Guildford Borough Council via BACS.

**f) Virement**

It was proposed by Cllr M Fance, seconded by Cllr D Bird, and unanimously **RESOLVED** that a virement of £8,054 from by made from the Parish Office Sinking Fund budget to General Reserves.

**g) 2<sup>nd</sup> draft budget 2024/2025**

The second version of the draft budget of £337,700 was tabled for further consideration: the Planning/General Purposes and Finance Committee's recommendation was taken into account.

A lengthy discussion took place.

The reasons for the proposed increase are:

- Guildford Borough Council is no longer providing Concurrent Functions Grant Aid
- Guildford Borough Council is no longer providing a LCTSS grant
- Worplesdon Parish Council will now have to pay Guildford Borough Council to empty bins on parish owned/leased land
- Tree surgery costs have risen (partly due to the age of the trees and partly due to the recent, prolonged heatwaves
- Playground repair costs have risen
- Worplesdon Parish Council no longer has an income stream
- A second part-time Groundsman has been appointed to deal with the additional work no longer carried out by the principal authorities.

It was proposed by Cllr M Fance, seconded by Cllr P Cragg that the draft budget of £337,700 be approved.

Cllr G Adam proposed an amendment to that motion, seconded by Cllr B Ahier and accepted by Cllr M Fance.

Given the salary award for 2023/2024 had not yet been announced, and the budget does not need to be agreed until the 14 December 2023 meeting, by which time Guildford Borough Council should have provided details of the Tax Base for 2024/2025.

The proposed motion, accepted by the Chairman and seconded by Cllr B Ahier was “in principle the Parish Council agrees to the draft budget but will await the Tax Base before a final decision being taken to see what impact the budget increase would have on the Band D rating”.

Result of the vote: 14 were in favour, Cllr J Snowball abstained. Motion carried.

The Chairman called a comfort break at 21:30. The meeting reconvened at 21:37.

#### **h) Boom Community Bank**

Following discussion, it was agreed that whilst, in principle, investing in a credit union is a sensible idea to support those who are struggling financially, the large geographical area covered by the credit union could not guarantee that the investment would directly assist residents of Worplesdon.

It was concluded that retaining funds in interest bearing accounts would be a better fit for residents at the current time.

#### **397-2023 - Notice of Polling Districts and Polling Places Review 2023**

Members were asked to comment on the adequacy of the current polling stations.

Cllr J Messinger advised that the Worplesdon Memorial Hall and Ground CIO Trustees had already submitted their own direct response to Guildford Borough Council.

No other comments were made.

#### **398-2023 - Land Management/H&S Report**

This item was deferred as the Assistant Clerk had been unable to produce the report due to annual leave.

#### **399-2023 - WSVA Summer Show 20 July 2024**

The Chairman of the Show Committee had submitted an event application form to seek permission to use Wood Street Village Green for the Summer Show 2024.

It was noted that the event application request didn't include the set-up day, which Cllr T Wright confirmed required to be included.

Cllr T Wright also confirmed that all other documentation (insurance schedule, food hygiene certificates, public liability certificates, and risk assessment) will all be provided three months in advance of the event.

It was proposed by Cllr B McShee, seconded by Cllr B Nagle, and unanimously **RESOLVED** that permission be granted, in principle, subject to the risk assessment and all other necessary documentation being received.



#### **400-2023 - Challengers – Jazz Festival 14 July 2024 Wood Street Village Green]**

Challengers had submitted an event application request for permission to hold the Jazz Festival on Wood Street Village Green on Sunday 14 July 2024, however, this was the Sunday before the weekend of the Summer Show.

Cllr T Wright advised that the Jazz Festival had not yet submitted a request to the Horticultural Society for permission to use their marquee following the Summer Show.

A lengthy discussion took place during which the date of the event and use of the Green for free were discussed.

It was acknowledged that Challengers offers vital support to families with severely disabled children, some of whom live in the parish and that being able to provide the Green free of charge is a practical way of being able to support this charity which offers a lifeline to those who use the facilities.

As the event date appeared to be erroneous, it was agreed that a decision on this item would be deferred until confirmation of the date had been sought from the organisers.

#### **401-2023 - Carol Singing, Wood Street Village Green 16 December 2023**

An event application request for permission to hold Carol Singing on Wood Street Village Green on 16 December 2023 had been received, together with a risk assessment.

It was proposed by Cllr G Adam, seconded by Cllr J Messinger, and unanimously **RESOLVED** that permission be duly granted.

#### **402-2023 - London Road Active Travel Scheme**

Cllr M Price attended the public consultation held 4 October 2023, on behalf of the Parish Council, and provided the following report:

Although none of the actual works are within the Parish Council boundary, you will recall that the diversionary route for when London Road was to be closed was via Clay Lane, (subject to suspension of 7.5 tonne weight limit), and the Woking Road, Surrey County Council have still to publish the latest diversion routes. Logically, there are only 2 possible routes, one of which via New Inn Lane probably isn't feasible due to the railway bridge, which would seem to suggest that traffic will still be diverted via Clay Lane and the Woking Road during these road closures, and this represents a considerable concern to the residents of Jacobs Well.

Feedback from the public consultation

- Original Public Consultation covered Phase 1 of the project, (London Road from New Inn Lane to Boxgrove Roundabout)
- The latest Public Consultation covers all 3 phases;
  - Phase 1 – London Road from New Inn Lane to Boxgrove Roundabout
  - Phase 2 – Modification to Boxgrove Roundabout
  - Phase 3 – London Road from Boxgrove Roundabout to York Road
- Full details of each phase of the project, (including detailed design drawings, and 'virtual' route information) can be found on the SCC website under '[London Road Active Travel Scheme](#)'.
- The Public Consultation commenced on the 18<sup>th</sup> of September and will end on the 13<sup>th</sup> of November, with reporting taking place between the 14<sup>th</sup> and 30<sup>th</sup> of November

- The decision as to whether to proceed with this project will be made between the 1<sup>st</sup> and 31<sup>st</sup> of December 2023, following which details of the cost of the project and traffic diversions will be made available to the public.
- If the decision is to proceed with the project Phase 1 will likely commence during the middle of 2024
- The overall timescale for the project is between 60 to 80 weeks, made up as follows;
  - Phase 1 – 24 weeks
  - Phase 2 – 21 weeks
  - Phase 3 – 35 weeks.
- During Phase 1 of the project, London Road will be closed to traffic for 14 nights during the hours of 8pm to 5am, (stages 1 and 2 of Phase 1), with a further 6 weeks of 1 way traffic, (Northbound) between the hours of 8pm and 5am. During Stage 3.
- As at the 10<sup>th</sup> of October 353 people has filled in the 'Have Your Say' Document on the SCC website.

It was agreed that the Parish Council write to Cllr Matt Furniss and Mrs Angela Richardson MP to ask why Worplesdon Parish Council is not being directly consulted about this project, despite being assured by Cllr Furniss on 21 March 2023 that the Parish Council would be involved in the consultation as a statutory consultee.

#### **403-2023 - Photographing of cars in Jacobs Well Recreation Ground**

Cllr M Price advised that he had been contacted by a resident who was concerned about high end cars being driven into Jacobs Well Recreation Ground where they were subsequently being photographed.

Cllr M Price advised that he did speak with the motorist concerned

Following discussion, it was proposed by Cllr M Price, seconded by Cllr B McShee, and unanimously **RESOLVED** that as it would be impossible to enforce, no policy would be created to prevent photographs of vehicles being taken within the Recreation Ground.

#### **404-2023 - Double Flush – Fund Raising for St Mary's Church**

Cllr B McShee provided the following report:

On Sunday 8th of October, I attended the Double Flush presentation at St Mary's Church. Double Flush is about securing the future of St Mary's by bringing the church up to modern day requirements. This will be achieved by providing an additional toilet, which will have disabled access and the floor to the kitchen will be raised to give level access from the church to the toilet for wheelchairs. The kitchen will become smaller due to the new toilet. Improvements will be made to the guttering above this single-story building to prevent leaks occurring.

The estimated cost of the works will be £130,000 and it is anticipated that the works could take up to 3 months to complete. Funding of the project will be by legacies and grants, plus the church is seeking funding locally and is asking people to pledge their support by making donations.

A similar project was undertaken at St Alban's Church a few years ago, and the modifications there have proved to be very beneficial to the users of the church and hall.

At 22:16 Cllr P Cragg left the meeting. Cllr Cragg returned to the meeting at 22:19.

#### 405-2023 - Clerk's Report

1. **Road Closure Gravetts Lane – 6 November 2023** for 2 days – 8am until 5pm – pavement works.
2. **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.
3. **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.

#### 406-2023 - Chairman's Report

The Chairman's Report had been circulated via email to all Members in advance of the meeting.

**Community Speed Watch (CSW)** has continued through the period with 5 successful deployments. So far this year there have been 32 successful deployments.

**21 September** – I chaired the Full Council Meeting.

**2 October** – I met with Councillor Ellahi to provide an overview of the budget process including how the budget relates to the Payment Schedule, Bank Reconciliation and the Summary of Receipts and Payments presented at Full Council and GP meetings.

At the same time I provided Cllr Ellahi with a brief overview of the data that we receive from the Speed Data Recorder deployed for WPC by Surrey Safer Camera Partnership.

**12 October** – Led the Planning/General Purposes and Finance Committee meeting in the absence of the Vice Chairman. The first draft of the budget was presented by the RFO, and committee agreed to submit to Full Council for consideration after an excellent presentation and explanation.

**16 October** – Attended the cluster meeting with the Clerk at Lord Pirbright Hall. The cluster meeting is a quarterly meeting with Pirbright Parish Council and Normandy Parish Council.

Items that were discussed including: budget planning and anticipated increases, noting the effect of the removal of grants and support by GBC. Money raising operations such as bonfires and sponsorship. Engaging with the community such as Merrist Wood, Surrey Satellite Technology and Noel Fitzpatrick Surgery on Surrey Research Park.

**17 October** – I was a member of the interview panel for Andy Connor.

**18 October** – After a CSW deployment, I attended the Stella Hancock Driving Group at Merrist Wood. Because of the relative timing I missed the driving event but did engage with the team. The Clerk also attended the session and was able to see the driving session. The team were very pleased with the grant they received from the Parish Council. To help them with future fund raising, the Clerk passed on details of several local grant awarding organisations.

**19 October** – Attended the Surrey Association of Local Councils (SALC) AGM and Autumn Conference at Dorking Halls with the Clerk, the Assistant Clerk, Cllrs Ahier, Cragg, Ellahi and Price.

Steve Cosser conducted the AGM in the absence of Micheal More-Molyneux who had recently suffered a family bereavement.

Subscriptions for the next municipal year are to be increased by 2%.

Chris Howard (Chair of SALC Board) welcomed delegates to the Autumn Conference.

Anne Bott was presented with a gift for her 15 years of service to SSALC and SALC.

Sally Harman, the new Chief County Officer of SALC, gave a good introduction to SALC for new members.

Presentations were made by the Surrey Police Rural Crime Officer; it was obvious from the presentation that the Rural Crime Team is under resourced with only 3 full time members across the county. A key message that was brought out through the presentation was report anything that you feel is of a criminal behaviour, either using the website or by 999 if there is possible harm or 111.

The requirement for an applicant to become a police officer to have a degree has been dropped.

The issue of anti-social behaviour on Wood Street Green was raised by Cllr Cragg and the answer back was with evidence and details a Section 59 Anti-social Driving offence can be instigated. First occurrence a letter to the vehicle owner the second time the vehicle can be impounded and crushed.

The second presentation was on Domestic Abuse and Refuge Services. This was a very thought-provoking presentation, and it was stressed that abuse is not limited to women. The process of taking a person away from the abuser was explained.

The presenter could have continued for double her allocated time slot and still only scratched the surface of abuse and refuge provision.

There was a first at the conference a breakout session where delegates discussed the problems faced by Parish Councils. Key items that were discussed included funding, engagement with the younger members of the community, technology, and hybrid meetings. We are awaiting the analysis of the session to be distributed by SALC.

After lunch there was an excellent presentation on the planning system. The presenter explained that Local Councils are hampered in delivering good planning because of interference by central government and the late issue of key documents such as the NPPF revision. The lack of a clear plan and guidance from central government is causing confusion amongst local planning authorities. This is unlikely to change soon whichever political party governs the country.

Next there was a presentation on Local Resilience. The issue was how Parish Councils can deal with emergencies such as flooding. Neighbourhood relations are key including support from volunteers. The resilience team can provide training on such areas as first aid.

Litter Picking was described as how the local community can assist in reducing the risk of flooding.

The final presentation was on Delivering Collaboratory with town and Parish Councils. Surrey County Council have produced a document for Town and Parish Councils to deal with resilience. However, it is full of links to various websites and in no order of importance. The intention is to issue this document to all parish councillors by the parish officers.

It was pointed out that change isn't noticed until the spades go into the ground, which we all know about because of the current events at Slyfield effecting Jacobs Well.

Healthy Surrey was stressed and a suggestion for this was the planting of trees. WPC will have 420 whips and 10 trees to plant this planting season in addition to the planned succession planting.

The Conference concluded with closing comments from Sally Harman and a small gift to Anna Beams for her work in organising the conference.

**24 October** – Before CSW I met with Cllr Ellahi to discuss her joining the CSW group and I briefed her on the process to become a member of the group.

After CSW I visited Challengers on Stoke Park with the Clerk and Cllr Ahier to view their new inclusive playground. I was very pleased to see that some of the play equipment we have in our playgrounds are also within the new playground. The new playground is open to the public on particular Saturdays through booking on the Challengers website. If our Officers get time between answering emails, they may be able to add a link between WPC and Challengers.

The Challengers team were very thankful of the grant that we made to them and for the use of the Wood Street Village Green for the Jazz Festival.

The playground has a racetrack, tactile paving and a swing which is wheelchair accessible plus other interactive and play areas. They also have an allotment area and a barbecue garden area.

In the evening I attended the Surrey Police and Crime Commissioner Presentation at Guildford County School with the Clerk.

There were three distinct Presentations.

The first was by Lisa Townsend the Police and Crime Commissioner. There will be a website where residents across Surrey can see the Police Precept. However, they must find £17-20M savings in the next 4 years and their precept is capped to 5% maximum increase currently.

There will be 11 presentations across the county one in each of the boroughs within Surrey.

The second presentation was by Tim De Meyer the Chief Constable, he has been in position for 7 months, the website is not up to date.

There are 4,000 personnel within Surrey Police, his officers spent 500 hours on mental health issues in February this year, which is not a Police issue.

He outlined 10 Missions the first of which is fighting crime and then to provide support to victims. He also stressed that Surrey is consistently the safest county to live in within England.

Policing is about relationships and relies on trust between all parties.

The third presentation was by Blaine Rafferty the Borough Commander for Guildford. He stressed the need for interaction with the community and suggested that this could be achieved in several ways including input into Parish Newsletters and through Neighbourhood Watch.

The Police can be contacted through all forms of media.

There is a problem with recruiting PCSOs.

There is a lack of engagement with the younger community.

The Guildford team is a 2-shift pattern and is not a 24/7 operation, so support may come from other resources. There was a public interaction period where the Clerk suggested that the Police should attend the APA to engage with the local community and offered the office as rest stop for officers.

**30 October** – I attended the Staffing Committee in my position as the Member on the interview panel, and I presented conclusions of the interview panel to the members of the Staffing Committee for their consideration.

Minutes approved by the Full Council 14 December 2023

**407-2023 - Items for inclusion on future agendas**

No items were put forward for inclusion on a future agenda.

**408-2023 - Date of next Full Council meeting – Thursday 11 January 2024 - 19:30.**

Meeting closed 10:23pm.

Signed:

Chairman of the Council

Date: 14.12.2023