



**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 11 January 2024**

2024-1 - 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 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:

Mr L Aldred was present. Borough Councillor Bill Akhtar was also present for part of the meeting.

2024-2 - Chairman's Announcements

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

2024-3 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Apologies and reason for absence were received from Cllr J Messinger. Apologies and reason for absence duly accepted.

Apologies were also received from County Councillor Keith Witham and Borough Councillors Honor Brooker and Philip Brooker.

2024-4 - Public Participation

Mr L Aldred advised that he did not wish to address the Parish Council.

2024-5 - Declaration of Non-pecuniary Interests

No declarations were made.

2024-6 - 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 – 22 February 2024

No declarations were made.

2024-7 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

2024-8 - Amendments to the Register of Interests

No declarations were made.

2024-9 - Declaration of gifts or hospitality over £50

No declarations were made.

2024-10 - County Councillor's report

Cllr K Witham had not yet circulated a report as he was awaiting additional information.

2024-11 - Borough Councillor's report

Cllr Bill Akhtar gave the following report:

- a) **Appointment of a new Joint Chief Executive Officer** - Guildford Borough Council and Waverley Borough Council have appointed a new joint Chief Executive Officer: his name is Pedro Wrobel. Mr Wrobel will commence his employment on the 8 of April 2024. The current Joint Chief Executive Officer, Mr Tom Horwood, will be leaving the Borough Council at the beginning of March 2024.
- b) **Budget for the financial year 2024/2025** - The Borough Council has prepared a balanced budget for the financial year 2024/2025. The Borough Council will be required to consider/approve the proposed budget at their full council meeting in February 2024.
- c) **Hesters Yard** - The Council is still awaiting a revised plan from the developer.
- d) **Wood Street Village SANG** - Hendrik Jurck, Head of Parks and Countryside, has been asked for an update regarding the SANG. The Borough Council is still holding talks with the landowner. A committee report is to follow.

I continue to make Mr Jurck aware of the parking issues, and general nuisance being experienced by local residents as a result of the car park remaining closed.

- e) **Peer Review** - The Peer Review should have taken place, but unfortunately has been postponed.

A short Q&A session then took place:

Members expressed disappointment about the closure of the localised recycling facilities and the potential impact this will have on fly tipping across the Parish, as well as the proposed loss of the flower baskets within the town.

The Chairman thanked Cllr Akhtar for his report.

2024-12 - Minutes of the previous meetings:

It was proposed by Cllr M Price, seconded by Cllr S Ellahi, and unanimously **RESOLVED** that the minutes of the Full Council meeting held 14 December 2023 be approved and signed by the Chairman as a true record.

2024-13 - Christmas lighting consultation

The Assistant Clerk advised that 123 responses were received in total. Of those, only three of the respondents said there should be no Christmas lights within the Parish.

There was support for Christmas illuminations at the following locations: in order of priority

1. Illuminated Christmas tree outside St. Mary's, Worplesdon
2. Illuminated avenue of trees, Perry Hill Green
3. Illuminated Christmas tree on Wood Street Village Green
4. Illuminated Christmas tree at Fairlands
5. Illuminated Christmas tree at Jacobs Well
6. Illuminated Christmas tree on Perry Hill Green
7. Illuminated Christmas tree at Pitch Place Green

The Clerk advised that the previous four-year contract expired in 2023, and the Parish Council will be required to go out to tender for a new contract. Due to the value of the tender, it will be necessary to use the Government's Contracts Finder Service.

The Chairman advised that a specific budget of £20,000 had been set aside within the overall 2024/2025 budget, and that given the level of support from the respondents, the Parish Council has a clear mandate to move forward in terms of providing Christmas illuminations across the Parish.

Sponsorship will also be sought in accordance with the Parish Council's newly approved Sponsorship Policy.

The Clerk also advised the Members that the rules regarding procurement are changing. The Procurement Act 2023 received Royal Assent on 26 October 2023. There will be a transitional period during which the current EU Procurement laws will still apply. The Cabinet Office is providing training.

It was agreed that a Working Party meeting will be required to discuss the various options available prior to the tender being published.

Appendix 1 – Christmas Lights Consultation Summary

[Cllr Akhtar left the meeting at 19:50.](#)

2024-14 - Planning Applications for consideration:

Planning Application No: [21/P/02036](#) - Land adjacent to 12 Oak Hill, Wood Street Village, GU3 3ER
- Outline application for the erection of a 4-bedroom detached house on land adjacent to 12 Oak Hill to assess the access, appearance, layout, and scale.

This was notice that the applicant has lodged an appeal against the Local Planning Authority's decision. The Parish Council had submitted an objection at the time the planning application was submitted.

Planning Application No: 23/P/02011 - 12 Littlefield Way, Fairlands, Guildford, GU3 3JE - Conversion of roof space involving alterations to existing roofline, including a hip to gable roof extension, rear dormer extension and rooflights to front roof slope.

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

Planning Application No: 23/P/02021 - Meadowside, Jacobs Well Road, Jacobs Well, Guildford, GU4 7PD - Erection of a single detached dwelling with associated vehicular access, parking, and landscaping, plus a new attached garage at Meadowside.

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

1. The proposed design of the new home is out of keeping with the neighbouring dwellings.
2. The bulk and scale of the proposed property, within the proposed curtilage, represents over development of the site.
3. A number of properties in Clay Lane, Jacobs Well Road, and Holly Lea would be significantly affected by a loss of privacy and overlooking.
4. The use of the redevelopment at Tynley is misleading. That property was demolished to make way for the new homes at that site.
5. The hedgerow at the front of the property will need to be removed to facilitate the construction of a new dwelling. It will take at least twenty years for a new hedge to mature. The Parish Council believes the proposal for a new dwelling in the rear garden of Meadowside would have a detrimental impact on biodiversity at this location.
6. The Parish Council objects to the proposed removal of the Yew tree.
7. The sightlines at this location are poor and not suitable for additional traffic from a second dwelling or construction traffic.
8. There is no fundamental difference between this planning application and the previous planning application that was refused.
10. Meadowside is a statuesque house, the proposed addition of a second garage would result in the house looking disproportionate.

Planning Application No: 24/T/00002 - Bramble Bank, 8 Broomfield Close, Guildford, GU3 3AW - T1 Sycamore - Fell (TPO- 5476/1993).

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

Planning Application No: 23/P/02098 - Gooserye Cottage, Goose Rye Road, Worplesdon, Guildford, GU3 3RH - Extensions and alterations to existing garage (resubmission of 23/P/01422).

It was **RESOLVED**: the Parish Council request that, should planning permission be granted, a condition be applied to ensure this outbuilding remains ancillary to the main dwelling, in perpetuity.

Planning Application No: 23/P/02093 - 5 Holly Lea, Jacobs Well, Guildford, GU4 7PG - Conversion of garage to habitable accommodation with the addition of a front window and side door.

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

Planning Appeals – for information only:

Planning Appeal Ref: APP/Y3615/D/23/3334860 - 1 Fairlands Avenue, Fairlands, Guildford, GU3 3LX - Variation of condition 2 of planning permission 18/P/01839 for part single storey rear extension, two storey side extension, loft conversion including three rear dormers and raising of existing rear external wall and ridge, single storey side extension incorporating shower room, additional dropped kerb and extended

driveway following demolition of existing garage (amended plans received on 14/11/2018 showing a reduction in size and width to the dormer windows. In addition, all references to the proposed brick piers and front boundary wall/railings have been omitted from the scheme). Amendments to reword the condition to read 'The development hereby permitted shall be carried out in accordance with the following approved plans: 7128/05, 7128/02, 7128/01 received on 20/09/2018 and amended drawing numbers 7128/04 Rev B, 7128/03 Rev C received on 01/08/2023' to allow for amendments to fenestration and roof.

Planning Appeal Ref: APP/Y3615/W/23/3330829 - Whitley Farm, Aldershot Road, Normandy, Guildford, GU3 2BE - Change of use of an area of hard surface directly adjacent to the workshop to allow the parking of non-agricultural vehicles, plant and machinery and the storage of material ancillary to the operation of the site as a workshop (retrospective application).

2024-15 - 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 M Fance, seconded by Cllr J Snowball and unanimously **RESOLVED** that payments to the value of £20,726.11 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

Table 1: Proposed list of payments 11 January 2024

Code	Date	Description	Supplier	Net	VAT	Total
Tree Surgery	13/12/2023	Tree works at Perry Hill Green	Dave Ford Tree Care	450.00	90.00	540.00
Parish Office	14/12/2023	Gas & Electricity - Unit 2 Saxton - 01.11.23 - 30.11.23	Octopus Energy Limited	195.31	9.77	205.08
Land Management	14/12/2023	Replace 2 broken posts & 2 broken rails on Perry Hill lay-by	Surrey Fencing Group Ltd	320.00	64.00	384.00
Establishment Charges	14/12/2023	SLCC Membership GW 2024	SLCC Enterprises Ltd	403.00	0.00	403.00
Revenue Costs Works Vehicle	14/12/2023	Van wash	Clay Lane Valeting Ltd	18.00	0.00	18.00
IT budget	18/12/2023	OnePhone - phone charges - including mobile data	BT PLC	196.91	39.38	236.29
IT budget	18/12/2023	Subscription - December 2023	Adobe	16.64	3.33	19.97
Parish Office	19/12/2023	Water and sewerage charge - Unit 2 Saxton - 01.11.23 - 30.11.23	Castle Water	8.83	1.77	10.60
Parish Office	19/12/2023	Water and sewerage charge - Unit 2 Saxton - 01.11.23 - 30.11.23	Castle Water	10.82	0.00	10.82
Staff Costs	19/12/2023	Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's	Staff Costs	13,095.92	0.00	13,095.92
Staff mileage	19/12/2023	Mileage	Mrs V C Fear	29.25	0.00	29.25
Staff mileage	19/12/2023	Mileage	Mrs G F White	18.85	0.00	18.85
IT budget	27/12/2023	Halo for business 1 - ultrafast 2 & value line	BT PLC	48.95	9.79	58.74
Community Car Park	28/12/2023	Business rates - Community Car Park	Guildford Borough Council	101.00	0.00	101.00
Parish Office	28/12/2023	Business rates - Parish Office	Guildford Borough Council	887.00	0.00	887.00
Bank Interest/Charges	31/12/2023	Bank charges	Unity Trust Bank	18.00	0.00	18.00
IT budget	02/01/2024	BT Business Mobile Broadband	BT PLC	7.16	1.43	8.59
Professional Advice	04/01/2024	Professional services - Lease of Unit 2 Saxton	Surrey Hills Solicitors	1,650.00	330.00	1,980.00
Professional Advice	04/01/2024	Professional services - Lease of Unit 2 Saxton	Surrey Hills Solicitors	9.00	0.00	9.00
Parish Newsletter	04/01/2024	3,500 x2 newsletters	Colne Distribution Ltd	360.00	72.00	432.00
Tree Surgery	04/01/2024	Wood Street Green Tree Surgery	Dave Ford Tree Care	1,050.00	210.00	1,260.00

Code	Date	Description	Supplier	Net	VAT	Total
PC Grant Aid to Wards	04/01/2024	Grant - 2023/24	Worplesdon Primary School	500.00	0.00	500.00
PC Grant Aid to Wards	04/01/2024	Grant - 2023/24	Wood Street Infant School	500.00	0.00	500.00
Total				£19,894.64	£831.47	£20,726.11

b) Bank reconciliation for December 2023

The Finance Officer (FO) had prepared the bank reconciliation for December 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 D Bird, and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendix 2 – December 2023 Bank Reconciliation

c) Monthly budget reports for December 2023

The FO had prepared the budget reports for December 2023 in accordance with the Accounts and Audit Regulations, copies of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr T Wright, 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 - December 2023: Summary Budget Reports, Net Position Reports and Earmarked Reserves Reports.

2024-16 - Land Management/H&S Report

The Clerk advised that the potholes in the Wood Street Village Community Car Park had been infilled by the ground staff, though this will only provide a short-term fix.

The 420 whip trees provided free of charge by the Woodland Trust, and the ten feathered trees provided free of charge by Surrey County Council continued to be planted, by the ground staff, at locations across the Parish.

The fence outside the Worplesdon Memorial Hall, adjoining the lay-by has been mended. Reflectors and Surrey County Council’s grant award plaque had been screwed to the fence. The cost was less than originally anticipated and a refund of £296.92 was subsequently made to Surrey County Council.

Further concerns had been received from residents living around Wood Street Village Green who remain perturbed by vehicles, quad bikes and motorbikes being driven over the Green. The complainants have, once again, requested the installation of posts around the perimeter of the Green to prevent such activity from taking place. The Chairman of the WWSVA has requested a meeting with the Parish Council to discuss this matter.

The residents have been advised that all incidents of anti-social behaviour should be reported to Surrey Police which is the appropriate authority to address criminal behaviour.

It is intended that the Green will be rolled, using heavy equipment, as soon as the ground is dry enough to take the weight of the tractor.

2024-17 - Pedestrian access to the Woking Road bus shelter (Woking-bound, near Willow Grange)

A request had been received from a resident for additional signage at this location to warn motorists that pedestrians may be crossing the road.

Following discussion, it was agreed the Parish Council would request Surrey County Council Highways carry out a Road Safety Audit at the earliest opportunity, and that the Parish Council be advised of the findings of that Road Safety Audit.

2024-18 - Jacobs Well Recreation Ground

A request had been received from a resident for a hedge to be planted along the eastern edge of the Recreation Ground for biodiversity purposes.

Following discussion, it was proposed by Cllr Gordon Adam, seconded by Cllr M Fance, and unanimously **RESOLVED** that the request be refused for the following reasons:

1. An established hedge would make maintenance of the ditch problematical from the Recreation Ground side of the ditch and would increase the risk of injury to staff having to carry out ditch maintenance work from the highway side of the ditch.
2. Historically, drug dealing and other anti-social behaviour has been experienced in the Recreation Ground. Secluded areas, which do not have clear lines of sight, could increase the risk of inappropriate behaviour at this location.
3. The Parish Council is legally required to assess the impact of its decisions against s17 of the Crime and Disorder Act 1998. To design out crime at this location, it is important that the recreation ground has minimal hiding spots, clear visibility, and easy access to exits.
4. Hedging along the eastern edge of the Recreation Ground would make it more difficult for the tree surgeons to undertake any remedial works required.

2024-19 - General Communications Policy

The Clerk had amended the General Communications Policy, which had been circulated to all Members in advance of the meeting.

Following discussion, it was proposed by Cllr P Cragg, seconded by Cllr B Ahier, and unanimously **RESOLVED** that the updated General Communications Policy be approved and adopted.

It was agreed that an automated e-mail footer would also be generated on Office 365 for all Members of the Council.

2024-20 - Public consultation - Surrey County Council's Rights of Way Improvement Plan (ROWIP)

Surrey County Council is responsible for around 2,164 miles (3,482 km) of public footpaths, bridleways, restricted byways, and byways open to all traffic across the whole of Surrey County - Surrey County Council is seeking the Parish Council's views prior to updating their strategic policy document. Survey to be completed by 10 March 2024.

This item was deferred until the next Full Council meeting.

2024-21 - Crowdfund Guildford – New round of funding available until 31 January 2024

Further information can be obtained from <https://www.spacehive.com/movement/guildford>.

2024-22 - Nominations for the Mayor’s Award for Service to the Community

The deadline for nominations is Friday 2 February 2024.

2024-23 - Proposed closure of the localised recycling facility at Fairlands

Cllr B McShee had raised concern that Guildford Borough Council had erected notices at every localised recycling facility in the borough, advising that all localised recycling facilities will be closed at the end of January 2024.

The Members were critical of the borough council’s lack of consultation and felt the decision to close the localised recycling centres was extremely short sighted.

It was agreed that the Parish Council would write to Guildford Borough Council’s Chief Executive expressing the Council’s concerns; and that a Freedom of Information request would be submitted to the Borough Council asking how much it costs to run the localised recycling facilities at Fairlands, compared to the cost of collecting fly tips from across the Parish.

If the borough council does not keep records at parish level, the information for the whole of the borough would be required.

2024-24 - Clerk’s Report

The Clerk confirmed that she will complete 25 years’ service to the parish council on 21 of June 2024.

2024-25 - Chairman’s Report

The Chairman advised that, due to the Christmas shutdown, he had nothing to report.

2024-26 - Items for inclusion on future agendas

No suggestions were put forward.

2024-27 - Date of next Full Council meeting – Thursday 22 February 2024 - 19:30.

Meeting closed 21:02

Signed:

Chairman of the Council

Date: 22 February 2024