



**Minutes of the Extra-Ordinary Meeting held in the
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX
at 7.30pm on Tuesday 19 March 2024**

2024-95 - Present

Councillors:

Cllr B Ahier, Cllr N Crampin, Cllr S Ellahi, Cllr N Mitchell (Chairman), Cllr M Price, Cllr J Snowball, and Cllr T Wright.

Officers of the Council:

Mrs G White - Clerk to the Council

Members of the public:

No members of the public were present.

2024-96 - Chairman's Announcements

The Chairman gave the H&S announcement.

2024-97 - 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 G Adam, Cllr D Bird, Cllr P Cragg, Cllr M Fance, Cllr B McShee, Cllr B Nagle, and Cllr C Riley.

Apologies and reason for absence duly accepted.

2024-98 - Public Participation

No members of the public were present.

2024-99 - Declaration of Non-pecuniary Interests

No declarations were made.

2024-100 - 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.

2024-101 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

2024-102 - Amendments to the Register of Interests

No declarations were made.

2024-103 - Declaration of gifts or hospitality over £50

No declarations were made.

2024-104 - To review/approve and adopt all policies and procedures of the Parish Council

The policies and procedures of the Council had been reviewed by the Clerk. A copy of the proposed changes were circulated to all members via e-mail in advance of the meeting.

Some additional changes were proposed during the meeting. Following the discussion, it was proposed by Cllr N Mitchell, seconded by Cllr M Price, and unanimously **RESOLVED** that the following changes be approved and adopted.

Table 1: Policies and procedures

Ref	Policy/procedure	Review changes
1	Accessibility Policy	No changes.
2	Address list	Delete Cllr J Messinger
3	Administration of the Playgrounds	1.1, 1.2, 1.4, Amend 'Head Groundsman' to 'Groundstaff' 2.1 Add ' Assistant Clerk' after 'Clerk' 4.1 Substitute 'External funding' for ' CFGA' Update front cover and review date
4	Code of Conduct	Update front cover and review date Page 2 - Add a new bullet point as follows: 'b. In the first instance you will be offered the opportunity for informal mediation with a mutually agreed third party". Page 2 - item C - Amend to read. 'c. If the informal mediation meeting is unacceptable, you will be invited to attend a formal meeting and may bring with you such representatives as you wish'.
5	Complaints Procedure	Delete Ground Floor from address Update front cover and review date
6	Complaints Procedure – Habitual or Vexatious Complaints	Update front cover and review date
7	Consent to receive an electronic summons	No changes.
8	Contents page for Members' Welcome Pack	No changes.

Ref	Policy/procedure	Review changes
9	Dealings Between Staff and Members of the Public	Update front cover and review date
10	Delegated Decisions by Officers	Update front cover and review date
11	Deployment of Speed Data Recorder	Update front cover and review date
12	Dignity at Work	Add to para 1.1 reference to the Council's Complaints Procedure and Vexatious Complaints Procedure. Add 1.2 - Members of the public must treat Members of the Council and officers with civility and respect at all times, and should not seek to intimidate, harass or bully Members or officers in a bid to influence decisions of the Council. 2.2 change 'staff' to 'officers' 4 - Add 'Including by members of the public' to the title - 'Unacceptable behaviour' Update front cover and review date
13	Disciplinary Procedure	Update front cover and review date
14	Duties of the Responsible Financial Officer (The Clerk)	Point 12 add - 'if available'.
15	Emergency Plan	Page 6 - main role of SRFS - Delete - 'Restore stability with the aim of restoring normality' as stated twice. Point 7 - update Guildford Borough Council's emergency number to 01344 949371 Update the list of contact details for the key contacts.
16	Equality and Diversity	Update front cover and review date
17	Event Guidance	No changes.
18	Event Application Form - Village Greens	No changes
19	Event Risk Assessment Guidance Note and Form	No changes
20	Event Risk Assessment Comprehensive Example	No changes
21	Event Risk Assessment Blank Accessibility	No changes
22	Exercise of Pension Discretions Regulation 60 – Local Government Pension Scheme (LGPS)	Update front cover and review date
23	Filming and Recording Meetings	Update front cover and review date

Ref	Policy/procedure	Review changes
24	Financial Regulations	14.2 - increase value to £3,000 as per the Delegated Authority policy 14.5 - Delete 'In each case a report in writing shall be provided to Council with a full business case' - as per the Internal auditor's recommendation that the Financial Regulations should reflect actual practice Update front cover and review date
25	Financial Reserves	4.1 Delete - '2022' Update front cover and review date
26	Financial Risk Assessment	Page 2 - laptop now purchased. Delete requirement Page 3 - Election costs - Delete reference to the 2023 elections Page 5 - Consider the need for cyber insurance Page 9 - Amend 'Chair' to 'Chairman' Update front cover and review date
27	Fixed Asset Register	2.4 - Delete 'March 2022 para 5.65' Update front cover and review date
28	Flood Plan	Add the following sites: Aldershot Road between Frog Grove Lane and Halifax Close Fairoaks Halifax Close Montague Place, Keens Lane Page 2 - Amend 'Head Groundsman' to 'Groundstaff' Page 3 - Guildford Borough Council may not provide sandbags in future (cost saving exercise) Change 'district' to 'borough'
29	FOI Publication Scheme	Update review date
30	Freedom of Information Act 2000	Update front cover and review date. 1.5 Removal of 'Ground Floor'
31	General Communications	Section F - (iv) remove reference to time restrictions - now to read 'Councillors may visit the office by appointment only'. Section H - delete and 'and an appointed Councillor' Section L - amend 'Twitter' to 'X - formerly known as Twitter' Update front cover and review date
32	General Data Protection Regulations (Data Protection Act 2018)	Update front cover and review date.
33	General Information	Update front cover and review date Section - Employees and Contractors - Amend 'Four contractors' to 'contractors' Add Andy Connor's details Remove reference to Nigel Jefferies

Ref	Policy/procedure	Review changes
34	Grant Aid Policy	Update front cover and review date
35	Grant Aid Guidance	Remove 'Fax' from front cover Insert 'budget' before 'Precept'
36	Grant Aid Application Form	No changes.
37	Grievance Procedure	Update front cover and review date Add page numbers
38	Health and Safety	Update front cover and review date Point 2 - Amend 'safety' to 'safely'
39	Hiring of Parish Open Spaces	Update front cover and review date Fees - Update to 2024 and remove reference to Guildford Borough Council's charging policy Amend skip fees to read • 'Weekly skip fee - £35 (applies to skips located on WPC land)' Point 17 - Add 'The application must be received at least one month before the event is due to take place'.
40	Honorary Freedom of the Parish	Update front cover and review date Heading 6 - Amend 'of' to 'the'
41	Internal Audit Procedures	Update front cover and review date Aims and Objectives - Amend 'Councillor/s undertaking' to 'Councillor to undertake'
42	Investment Policy	Update front cover and review date - Remove '2023' from front cover
43	Land Management plans for: land leased to Worplesdon Parish Council	Update front cover and review date
44	Land Management plans for: land owned by Worplesdon Parish Council	Update front cover and review date Right of Way 438 - Inclusion of new Right of Way and footpath number Vehicular Access - Amendment of reference to JWRA to residents' association Ditch maintenance - Riparian ownership reference included Jacobs Well Ponds - Amendment from the White House to No 1 White House Mews White House Pond - Amended cut regime from twice to five Moat House Pond - desilting amended to 10-20 years
45	Leave Policy	Update front cover and review date 1.5 Addition of word 'annual' before 'leave'
46	Members/Officers Protocol	Update front cover and review date
47	Photographic Consent Form	No changes
48	Pool Vehicle Policy	Update front cover and review date
49	Precept (current) & explanatory note	Update review date
50	Press/Media Protocol	Update front cover and review date
51	Privacy Policy	Update front cover and review date

Ref	Policy/procedure	Review changes
52	Protocol for First Contact/Gypsy Traveller Incursions	Change Incursions to Encampments Update front cover and review date
53	Retention of Documents	Update front cover and review date
54	Scheme of Delegation	Update front cover and review date 2. v) Include 'the' before 'Council' 4. b) Include 'the' before 'relevant'
55	Section 17 of the Crime and Disorder Act 1998	Update front cover and review date
56	Schedule of Meetings for 2025	
57	Snow Clearance	Inclusion of grit bin provision at Perry Hill Green Update front cover and review date
58	Social Media	Update front cover and review date
59	Sponsorship Policy	Adopted December 2023 - Review 2025
60	Standing Orders	Update front cover and review date
61	Statement of Intent - Community Engagement	Update front cover and review date 6.3 Remove JWRA and Worplesdon Parish Charities 7.1 'who' amended to 'that'
62	Statement of Intent – Training	Update front cover and review date Reference included to part-time Groundsman, and Handbook amended to Welcome Pack
63	Strategic Business Plan 2023-2028	Delete Cllr J Messinger
64	Terms of Reference – Planning/General Purposes and Finance Committee	Update front cover and review date Update Ministry of Housing, Communities and Local Government to Department for Levelling Up, Housing and Communities
65	Terms of Reference - Staffing Committee	Update front cover and review date
66	Training notes - What are Material Planning Considerations	No changes
67	Tree Policy	Update front cover and review date 3.29 - remove reference to Dept of Communities and local Government, and include link to government calculator and advice 4.6 - amend 1989 to 2010 5.5 'or park' removed 5.10 Remove references to watering
68	Unauthorised Encampments Policy	Update front cover and review date 2.8 Inclusion of reference to Wellers Hedleys
69	Useful phone numbers	Surrey Hills Solicitors contact updated to Kate Jackson
70	Work Related Stress Policy	Update front cover and review date
71	Year End Procedure	Update front cover and review date

2024-105 - To review all Parish Council risk assessments

The Risk Assessments of the Council had been reviewed by the Clerk. A copy of the proposed changes were circulated to all members via e-mail in advance of the meeting.

Following the discussion, it was proposed by Cllr N Mitchell, seconded by Cllr J Snowball, and unanimously **RESOLVED** that the following changes, in addition to the date and review date be approved and adopted.

Table 2: Risk Assessments

Ref	Risk Assessment	Updates/Amendments in addition to those noted above
1	Armistice Service - Harry's Meadow	Inclusion of 'and social media' to advertise uneven meadow. Addition of 'Gazebo not to be used when winds are in excess of the wind rating for the gazebo'.
2	Armistice Service - War Memorial, Jacobs Well	Removal of reference to JWRA pending reformation/replacement association forming.
3	Brushcutter	Inclusion of 'Groundstaff and ' in opening paragraph. 'Book' changed to 'Register' in Noise and Vibration section and 'or staff members' included under 'Injury of isolated person'. Addition of 'Any issues arising during work party (and associated actions taken, if appropriate):' at the end of the assessment.
4	Chainsaw	Removed/deleted following Full Council decision to dispose of the item.
5	Common land - A323 Aldershot Road	Reference to chainsaws exchanged for 'brushcutting or strimming'. Polesaws have been removed.
6	Community Car Park, Wood Street Village	Reference included explaining that a key to the salt bin padlock has been given to the Caretaker/Facilities Manager at Wood Street Infant School.
7	CSW/VAS/SDR	Inclusion of reference to valuable assistance provided by Safer Surrey Camera Partnership (SCC).
8	Covid-19 Pandemic	Removed/deleted – as per Government Guidance to return to normal
9	Covid-19 Play Area Re-opening	Removed/deleted – as per Government Guidance to return to normal
10	Council Chambers	[Document now included with the Office Risk Assessment]. Remove from future lists.

Ref	Risk Assessment	Updates/Amendments in addition to those noted above
11	Display Screen Equipment [as per HSE advice each assessment is carried out individually: https://www.hse.gov.uk/msd/dse/assessment.htm]	Gaynor White - reference made to issue with glare on monitor screen
12	(as Document 11)	Victoria Fear - change made to include use of desk lamp
13	(as Document 11)	Helen Lawrence - Amendment made to contact lens contract and eye test timeframe.
14	Financial	Numerous updates as suggested by the internal auditor and previously circulated to Members.
15	Fire - Council Chambers et al	No smoking' sticker to be affixed to the front door of Unit 2 Saxton.
16	Generic Land and Asset Management	Reference made to the separate risk assessment in place for the maypole. Amendment made to LANTRA tree inspection course attendance. Reference updated to biodiversity regarding brambles.
17	Governance/Management	Reference included to purchase of fireproof document cabinet
18	Groundstaff	Reference included to consideration of lone working app for mobile phones.
19	Harry's Meadow, Jacobs Well	n/a
20	HSE Manual Handling Guide	Up-to-date document uploaded.
21	Leafblower	The word 'book' replaced by 'sheet'. Inclusion of 'Any issues arising during the work party to be noted below:' at the foot of the document.
22	Lone Worker	Include reference to 'consideration of lone working mobile phone app' and 'Provide HSE manual handling brochures'.
23	Maypole, Wood Street Village	n/a
24	Nevins Copse, Wood Street Village	References to powered equipment included. Inclusion of Trip hazard.
25	Office	Reference included to those who are visually impaired.
26	Playgrounds - Weekly Inspections	Reference to contractor changed to Groundstaff. Inclusion of vaccinations offered to Groundstaff.
27	Recreation Ground, Jacobs Well	Inclusion of reference to following current advice (for Oak Processionary Moths).

Ref	Risk Assessment	Updates/Amendments in addition to those noted above
28	Shipping Container	Reference to return of propane tanks post-event included.
29	Street Sign Cleaning	Reference to consideration of lone working app included.
30	Work Related Stress	Updated to include the part-time Groundsman.
31	Works Vehicle	Included 'Head' in Uninsured driver section. Addition of 'and other aerosols' and 'during warm weather' under Dangerous COSHH items.
32	Work Party Jacobs Well Moathouse Pond	Added 'Ensure WPC staff with a charged mobile phone onsite at all times', and 'heavy items/' before 'top dressing'.
33	Pond - Moat House Lane, Jacobs Well	Added 'and free of debris'. Amended 'parking area' to 'temporary parking area'. Changed Groundstaff to Head Groundsman and included reference to Groundsman to undertake training as soon as possible. Included a comment referencing considering installing lone-working app on Groundstaff mobiles. Included after brambles, reference to works to take place out of bird nesting season and to respect the legal biodiversity requirement.
34	Flood Forum Walkabout	Remove reference to pavement works/temporary roadworks. Added 'consider purchase of specialist stab first aid kit'.
35	Pond - White House Lane, Jacobs Well	Inclusion of reference to training required for Groundsman. Presence of anything noted to be toxic/poisonous/of concern to be advertised on social media, if appropriate.
36	Pond - Wood Street Village	Inclusion of statements relating to reporting footpath damage to SCC immediately, Groundman to undertake LANTRA training, poisonous plants to be advertised on social media.

2024-106 - To review and agree all charges made by the Parish Council

It was proposed by Cllr N Mitchell, seconded by Cllr T Wright, and unanimously **RESOLVED** that the fees from 1 April 2024 will be as follows:

- Village fetes/events (community events) - no fee payable
- Use by fun fairs, outdoor theatre, band concerts, hot air balloon launches, car boot sales, fun run/walk, sports tournament, dog show, circuses, forest schools, fitness sessions, filming & photographic events, and use by helicopter - competitive market rent to be negotiated
- Registered charity - £100 per day
- Weekly skip fee - £35 (applies to skips located on WPC land)

Approved by the Full Council 4 April 2024

Meeting closed 21:35

Signed:

Chairman of the Council

Date: 4 April 2024