



**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 4 April 2024**

2024-107 - Present

Councillors:

Cllr G Adam, Cllr B Ahier, Cllr P Cragg, Cllr N Crampin, Cllr S Ellahi, Cllr M Fance, Cllr B McShee, Cllr N Mitchell (Chairman), Cllr B Nagle, Cllr C Riley, Cllr J Snowball, and Cllr T Wright.

Officers of the Council:

Mrs G White - Clerk to the Council

Members of the public:

Cllr Bill Akhtar and Mrs M Broughton were present.

2024-108 - Chairman's Announcements

The Chairman gave the H&S announcements.

2024-109 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Apologies and the reasons for absence were received from Cllr D Bird and Cllr M Price. The Members' apologies and reason for absence were accepted by the Council.

Apologies were also received from County Councillor K Witham, Borough Councillors H Brooker, and P Brooker, and the Assistant Clerk.

2024-110 - Public Participation

Mrs Broughton addressed the meeting, setting out the reasons for the St Mary's Double Flush campaign. She advised that the existing toilet facilities are not suitable for disabled users, and the kitchen facilities are also sub-standard.

Mrs Broughton also advised that the current rector, Rev Alex Russell, has accepted a chaplaincy job in East London and will be leaving the Parish. The Rector's final church service is to be held on 12 May 2024. After Rev Russell's final service the Church will be interregnum, during which time the churchwardens will oversee the church administration.

Approved by the Full Council – 16 May 2024

The Parochial Parish Council (PCC) is hoping to undertake more outreach work and would very much appreciate more engagement with the Parish Council. The church administration would be delighted if parish councillors would be able to attend special church services throughout the year.

The church is very grateful to the Parish Council for its support, which makes a big difference.

The Chairman thanked Mrs Broughton for addressing the Council. It was then **RESOLVED** by the members that item 17(f) of the agenda be brought forward to enable Mrs Broughton to attend a PCC meeting.

2024-111 - Double Flush Campaign – St Mary’s Church

Mrs Broughton advised the total cost of the Double Flush campaign project is £130,000, and that St Mary's Church is the only Grade One Listed Building within the Parish.

At present, approximately £70,000 has been obtained towards the church extension project. The PCC had set themselves a target of 12 months to obtain the necessary funding, however, that target is unlikely to be achievable at the present time.

Following discussion, it was proposed by Cllr B McShee, seconded by Cllr G Adam and unanimously **RESOLVED** that a grant of £600 be awarded towards the church extension. In the unlikely event the project does not take place, the church will be required to repay the grant.

Mrs Broughton thanked the members for their generosity and support and left the meeting at 19:40.

2024-112 - 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.

2024-113 - Declaration of Non-pecuniary Interests

No declarations were made.

2024-114 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

2024-115 - Amendments to the Register of Interests

No declarations were made.

2024-116 - Declaration of gifts or hospitality over £50

No declarations were made.

2024-117 - Borough Councillor’s report

Cllr Bill Akhtar gave the following report:

Local Plan - Guildford Borough Council has voted to review the 2019 Local Plan. It was a unanimous decision. Officers are working on the recommended changes. There is a lot of evidence to be gathered prior to any decisions being made. The current plan remains in force until the research work is completed, which may take a couple of years.

Blackwell Farm, Solar Farm - A new application has been submitted and is in the validation process. A presentation had been made to the borough councillors to show what the solar farm would contain.

Hesters Yard - The developer has not yet gone to appeal.

Merrist Wood Golf Course - Guildford Borough Council is a statutory consultee for this waste and mineral planning application, which is to be decided by the County Council as the Waste and Minerals Authority.

I attended the community engagement event in Fairlands today, which was very busy. I have not been informed of the borough council's stance on this application at this time.

New Chief Executive Officer - Pedro Wrobel was introduced to the Conservative group meeting. I have discussed the SANG implications with him. Discussions between Guildford Borough Council and the landowner are ongoing.

A short Q&A session then took place:

The following topics were discussed:

- The Blackwell Farm Solar Farm
- The A3 Review in conjunction with the Local Plan Review

The Chairman thanked Cllr Bill Akhtar for his report.

[Cllr Akhtar left the meeting at 20:03.](#)

2024-118 - County Councillor's report

Cllr K Witham had provided the following written report:

I've asked Surrey Highways for traffic speed measurements on Fairlands Estate (not in school holidays!) Will be about 10 locations to gather data for consideration following the Vision Zero road safety strategy.

I have also asked Surrey County Council to consider an Integrated Transport Scheme (ITS) being either a zebra or controlled crossing at Holly Lane by the entrance to Merrist Wood College.

2024-119 - Minutes of the previous meetings:

It was proposed by Cllr M Fance, seconded by Cllr G Adam, and unanimously **RESOLVED** that the minutes of the Staffing Committee Meeting held 22 February 2024 be approved and signed by the Chairman as a true record.

It was proposed by Cllr P Cragg, seconded by Cllr C Riley, and unanimously **RESOLVED** that the minutes of the Full Council Meeting held 22 February 2024 be approved and signed by the Chairman as a true record.

It was proposed by Cllr B Ahier, seconded by Cllr B Nagle, and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee Meeting held 14 March 2024 be approved and signed by the Chairman as a true record.

Approved by the Full Council – 16 May 2024

It was proposed by Cllr P Cragg, seconded by Cllr N Crampin, and unanimously **RESOLVED** that the minutes of the Annual Parish Assembly held 18 March 2024 be approved and signed by the Chairman as a true record.

It was proposed by Cllr S Ellahi, seconded by Cllr J Snowball, and unanimously **RESOLVED** that the minutes of the Extra-ordinary Meeting held 19 March 2024 be approved and signed by the Chairman as a true record.

2024-120 - Co-option of a new councillor for the Ward of Perry Hill

Guildford Borough Council confirmed it had not received a call for an election for the vacancy in the Perry Hill Ward. The Council may therefore co-opt a new member. Applications are invited. No applications had been received.

2024-121 - Nominations for the position of Chairman and Vice-Chairman for the municipal year 2024/2025

The following nomination papers had been received:

Cllr N Mitchell had received nominations for the role of Chairman.

Cllr G Adam had received nominations for the role of Vice-Chairman.

No other nominations had been received for either role. The vote for both positions will take place at the Annual Meeting on 16 May 2024.

[At 20:25 Cllr G Adam presented the planning applications to the Meeting.](#)

2024-123 - Planning Applications for consideration:

Planning Application No: 24/P/00345 - 20 Envis Way, Fairlands, Guildford, GU3 3NH - Erection of single storey side and rear extensions together with habitable rooms in new roof space, following demolition of existing garage and rear extension.

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

Planning Application No: 24/P/00356 - 1 Douglas Close, Jacobs Well, Guildford, GU4 7PB - Ground floor rear extension, raise roof to create first floor with rooflights and changes to fenestration.

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

1. The front elevation, in particular the long window in the centre of the elevation, is out of keeping with the existing street scene and would be very visible from Jacobs Well Road.
2. The scale, height, design, and appearance of the proposed extension would appear to have a detrimental impact on the adjacent properties contrary to policy H4 (1) (a) the Local Plan.

Planning Appeals – for information only

Planning Appeal Ref: APP/Y3615/W/23/3331811 Grandview House, 94 Broad Street, Guildford, GU3 3BE
Change of use of existing outbuilding to self-contained two-bedroom dwelling and associated hard/soft landscaping works (description amended 01/02/2023).

An appeal has been lodged against the Council's conditional approval of the above application. The Planning Inspectorate has accepted the appeal, and it will be dealt with by way of Written Representations.

2024-124 - Maypole Dancing - Wood Street Village Green - Application for maypole practices

An application had been received for permission to hold maypole practices on the Green from Easter until the Village Show, plus performances on 4 May, 20 July, and 28 September (28 September will be the charity performance for a Macmillan coffee morning).

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr B McShee and unanimously **RESOLVED** that the application be approved.

2024-125 - Biodiversity Act 2021

The Parish Council is required to comply with the new legal duties placed upon local authorities under the Biodiversity Act 2021. The Parish Council is required to produce a Biodiversity Policy and an Action Plan for each of the sites the Parish Council is responsible for, in order to improve biodiversity across the Parish.

This item was deferred as advice is still awaited from Surrey County Council.

2024-126 - Speeding issues – various locations across the Parish

A spreadsheet detailing the evidence obtained via the Speed Data Recorders was presented to the Council. The information obtained from the various speed data surveys taken at various locations across the Parish provided evidence of speeding issues at the following locations (in order of priority):

1. Broad Street – near the Victorian Cottages
2. Aldershot Road – Near Hunts Farm
3. Salt Box Road
4. Holly Lane
5. Jacobs Well Road
6. Clay Lane
7. Frog Grove Lane

Following discussion it was proposed by Cllr N Mitchell, seconded by Cllr M Fance, and unanimously **RESOLVED** that the Parish Council lobby Surrey County Council and Surrey Police, asking what both organisations propose to do to resolve the various issues.

2024-127 - 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 G Adam, seconded by Cllr P Cragg, and unanimously **RESOLVED** that payments to the value of £34,914.73 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

Table 1: Proposed list of payments 4 April 2024

Code	Date	Description	Supplier	Net	VAT	Total
Establishment Charges	11/03/2024	De Raat Protector 2 Drawer Fire File Safe	The Safe Shop Ltd	746.03	149.21	895.24
Chairman's Allowance	14/03/2024	Napkins for APA	Mrs V C Fear - Farla Medical Healthcare Ltd (Amazon)	3.32	0.67	3.99
Chairman's Allowance	14/03/2024	5 x 32L Plastic Storage Boxes	Mrs V C Fear - MYMART Limited (Amazon)	26.66	5.33	31.99
Chairman's Allowance	14/03/2024	10 x tea towels	Mrs V C Fear - Westlane Linens	14.14	0.00	14.14

Code	Date	Description	Supplier	Net	VAT	Total
Concurrent Functions Grant Aid	14/03/2024	One days labour planting trees at Fairlands and Wood Street Village Green	Stephen Gunner	200.00	0.00	200.00
Concurrent Functions Grant Aid	14/03/2024	Trees for Fairlands and Wood Street Village	CGJ Mathias & Son	650.00	130.00	780.00
Parish Newsletter	14/03/2024	Delivery of parish newsletters	Colne Distribution Ltd	360.00	72.00	432.00
Establishment Charges	14/03/2024	Subscription - Surrey Hills Society	Surrey Hills Society	30.00	0.00	30.00
Parish Office	14/03/2024	Gas & Electricity - Unit 2 Saxton - 01.02.24 - 29.02.24	Octopus Energy Limited	273.58	13.68	287.26
Land Management	11/03/2024	HSE and COSHH signs for Tool Store	Toolstation	35.80	7.16	42.96
Land Management	13/03/2024	Materials	Costco	19.98	4.00	23.98
Revenue Costs Works Vehicle	14/03/2024	Fuel for works van	Waitrose Shell	43.61	8.72	52.33
IT budget	18/03/2024	Subscription - 17.03.24 - 16.04.24	Adobe	16.64	3.33	19.97
Chairman's Allowance	18/03/2024	Refreshments - APM	Tesco	40.79	0.00	40.79
IT budget	18/03/2024	OnePhone - phone charges - including mobile data	BT PLC	196.91	39.38	236.29
Parish Office	19/03/2024	Water and sewerage charge - Unit 2 Saxton - 01.02.24 - 29.02.24	Castle Water	16.26	0.00	16.26
Professional Advice	20/03/2024	Advice & draft representation - Maryland planning application	Steve Tilbury Consulting Ltd	800.00	0.00	800.00
Establishment Charges	20/03/2024	ALCC - Membership - GW	ALCC	50.00	0.00	50.00
Concurrent Functions Grant Aid	20/03/2024	Interpretation panels - Harry's Meadow and Jacobs Well Recreation Ground	Guildford Signs	1,510.00	302.00	1,812.00
Concurrent Functions Grant Aid	20/03/2024	1 x Cherry Tree and accessories	CGJ Mathias & Son	100.00	20.00	120.00
Chairman's Allowance	20/03/2024	Nibbles for APM	Mrs V C Fear - Lidl	5.95	1.19	7.14
Chairman's Allowance	20/03/2024	Nibbles for APM	Mrs V C Fear - Lidl	4.66	0.00	4.66
Establishment Charges	20/03/2024	ALCC - Membership - VF	ALCC	50.00	0.00	50.00
Establishment Charges	20/03/2024	Return of deposit for wine glasses for APM	Majestic Wine	-50.00	-10.00	-60.00
Parish Office	21/03/2024	Rent Unit 2 Saxton - 25.03.24 - 23.06.24	TL Fund	6,750.00	1,350.00	8,100.00
Parish Office	21/03/2024	Half yearly service charge 01.01.24 - 30.06.24	TL Fund	209.77	41.95	251.72
Parish Office	21/03/2024	Balancing adjustment - service charge 01.07.22 - 30.06.23	TL Fund	-28.39	-5.68	-34.07
Parish Office	21/03/2024	Quarterly service charge 01.01.24 - 31.03.24	TL Fund	177.12	35.42	212.54
Training	21/03/2024	Effective Feedback Training - GW	SLCC Enterprises Ltd	30.00	6.00	36.00
Staff Costs	22/03/2024	Salaries/ PAYE/ NI/ Mileage/ Pension Concs Ee's & Er's	Staff Costs	7,856.39	0.00	7,856.39
Staff mileage	22/03/2024	Mileage	Mrs V C Fear	37.70	0.00	37.70
Staff mileage	22/03/2024	Mileage	Mrs G F White	33.15	0.00	33.15
IT budget	25/03/2024	Halo for business 1 - ultrafast 2 & value line	BT PLC	61.11	12.22	73.33
Concurrent Functions Grant Aid	26/03/2024	Biostretch Tree Ties	Berex Ltd (Amazon)	24.17	4.83	29.00

Code	Date	Description	Supplier	Net	VAT	Total
Land Management	27/03/2024	Hire of storage container MW - March 2024	Activate Learning	81.00	0.00	81.00
Professional Advice	27/03/2024	Payroll services - qtr to 31/03/2024	Mulberry & Co	138.60	27.72	166.32
Concurrent Functions Grant Aid	27/03/2024	Replacement trees - Perry Hill Green	CGJ Mathias & Son	2,355.00	471.00	2,826.00
Salaries	27/03/2024	PAYE/NIC	HMRC	1,682.31	0.00	1,682.31
Employer's NI	27/03/2024	Ers NI	HMRC	905.64	0.00	905.64
Salaries	27/03/2024	Pension Conts Ee's	The Surrey Pension Fund	636.82	0.00	636.82
Er's Pension Conts	27/03/2024	Pension Conts Er's	The Surrey Pension Fund	1,774.52	0.00	1,774.52
Concurrent Functions Grant Aid	27/03/2024	2 x Half and 5 x Full Tree Guards	Designer Metal (Suffolk) Ltd	1,400.00	280.00	1,680.00
Parish Office	27/03/2024	Emergency Lights Remedial Works	W J Fire Ltd	384.53	76.91	461.44
Parish Office	27/03/2024	Fire Alarm Remedial works	W J Fire Ltd	856.86	171.37	1,028.23
Land Management	19/03/2024	Materials	B&Q	5.72	1.15	6.87
Land Management	19/03/2024	Materials	Margnor Fastners	0.90	0.18	1.08
Concurrent Functions Grant Aid	26/03/2024	Tree Ties	Toolstation	4.98	1.00	5.98
Bank Interest/Charges	31/03/2024	Bank charges	Unity Trust Bank	18.00	0.00	18.00
Parish office - Unit 2 Saxton	02/04/2024	Business rates - Parish Office	Guildford Borough Council	969.85	0.00	969.85
Community Car Park	02/04/2024	Business rates - Community Car Park	Guildford Borough Council	101.48	0.00	101.48
Revenue Costs Works Vehicle	02/04/2024	Service Plan - 3rd instalment of 45	PlanMyService LLP	48.38	9.68	58.06
Revenue Costs Works Vehicle	02/04/2024	MOT Service plan - 3rd instalment of 45	PlanMyService LLP	3.78	0.00	3.78
IT budget	02/04/2024	BT Business Mobile Broadband	BT PLC	17.16	3.43	20.59
Total				31,680.88	3,233.85	34,914.73

b) Bank reconciliation for February 2024

The Finance Officer (FO) had prepared the bank reconciliation for February 2024 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 J Snowball, seconded by Cllr N Crampin, and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendix 1 – February 2024 Bank Reconciliation

c) Monthly budget reports for February 2024

The FO had prepared the budget reports for February 2024 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 B Nagle, seconded by Cllr T Wright, and unanimously **RESOLVED** that the budget reports be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendices 2, 3, and 4 - February 2024: Summary Budget Report, Net Position Report and Earmarked Reserves Report.

d) Quarterly financial check undertaken by Cllr M Price 20 March 2024

Cllr M Price had undertaken the quarterly financial check on 20 March 2024 and reported there were no matters of concern.

Two of the council's bank/building society accounts exceed the Financial Services Compensation Scheme (FSCS) threshold of £85,000. Cllr M Price recommended the Council look at opening an additional High Street Building Society account, although the options available to parish councils are limited.

It was proposed by Cllr G Adam, seconded by Cllr S Ellahi and unanimously **RESOLVED** that Cllr M Price's written report be approved and accepted.

e) Applications for additional High Street bank/building society accounts

It was proposed by Cllr G Adam, seconded by Cllr B Nagle and unanimously **RESOLVED** that the Parish Council open the following saving accounts:

Co-operative interest-bearing account - signatories to be the same as those on the Co-operative current account being:

- Cllr G Adam
- Cllr P Cragg
- Cllr B Nagle
- Cllr M Fance
- Cllr N Mitchell
- Gaynor White
- Helen Lawrence

Cambridge Building Society account - this account has a maximum of four signatories. The four signatories were agreed as:

- Cllr N Mitchell
- Cllr N Crampin
- Cllr P Cragg
- Gaynor White

f) Annual year-end internal audit

The year end audit is to be undertaken on Tuesday 14 May at 9:00am. The Chairman to be present.

g) External Audit

The audit deadline has been set for Monday 1 July 2024.

h) Year-End Pension Return

The deadline for the year-end pension return is 30 April 2024.

2024-128 - Land Management/H&S Report

This item was deferred as the Assistant Clerk was on annual leave.

2024-129 - Clerk's Report

The Clerk had nothing to report.

2024-130 - Chairman's Report

The Chairman had circulated his report, which covered the period from 22 February to 3 April 2024, via email to all Members in advance of the meeting.

Community Speed Watch has continued throughout the six-week period; however the weather has caused the cancellation of a number of deployments. A new schedule for May and June will shortly be issued.

22 February – I chaired the Full Council meeting and thank all councillors for their assistance and insights in concluding the business before us on the night.

1 March – I attended the Flood Forum Meeting at which the flooding observed during the night of 4 January (Storm Henk) was discussed. The Parish Council was able to make contact with the owners of Merrist Wood Golf Course and Vivid Homes. The relevance of this is that properties along the Aldershot Road and in Halifax Close suffered severe flooding, and by engaging with these two companies the Parish Council has helped to identify how the housing development is affected by the hydrology of the golf course.

The investigations following the storm identified other disrupted watercourses that are being addressed by Surrey County Council and other landowners.

The work by the Assistant Clerk highlighted that the algorithms used by Surrey Flooding which depend on residents reporting and are not linked to Surrey Fire and Rescue who tend to be the first point of call for flooding issues.

Our MP, Angela Richardson was impressed by the work carried out by our Officers and the resulting Section 19 investigations, which had resulted in the release of central government monies to support the affected residents.

4 March – I attended a site meeting to view the proposed areas for the development at Brimstone Heath (Maryland). Also in attendance were the Clerk, Gaynor White, the Assistant Clerk, Victoria Fear, Cllr Saffina Ellahi, and Cllr Bilal Aktar of Guildford Borough Council.

The submission prepared for Worplesdon Parish Council by Steve Tilbury was both thorough and concentrated on policy issues, together with the possible harm to the environment of Whitmoor Common.

In the evening, I attended the working party on the Christmas Lights tender documentation. I followed up after the meeting engaging with FLGCA where an artificial tree could be located within the grounds of the Community Centre.

6 March – I attended the Zoom Meeting with Steve Tilbury to review the response on Brimstone Heath (Maryland).

The view of the members present was that they were in favour of the proposed response – to be confirmed at the Planning/General Purposes and Finance Committee meeting on 19.3.2024.

11 March – I attended the FLGCA Management meeting and presented a report on behalf of the Parish Council. Included in the report the proposal for the remodelling of Merrist Wood Golf Course. I also advised those present that the planning application would be reviewed at the General Purposes meeting on the following Thursday.

I highlighted Brimstone Heath (Maryland) to the meeting and the impact it would have on Whitmoor Common, FLGCA agreed to send in an objection to the application.

14 March – I attended the General Purposes Meeting at which both Brimstone Heath, Maryland and Merrist Wood Golf Course were discussed. I was very heartened by the attendance at the meeting of a number of residents.

18 March – I led, on behalf of the Parish Council, the Annual Parish Assembly. It was my view that the networking session went well and that the presentations were generally well received. Residents expressed concern about the remodelling of Merrist Wood Golf Course.

I have received a number of emails following the meeting concerning the traffic movements and the materials to be used in the remodelling. Despite the application to SCC stating inert material is to be used, there is a growing opinion on social media that waste material is to be used in the remodelling. This is probably due to the department at SCC dealing with the application, namely Waste Management.

The proposal by the Parish Council that a community engagement event to enable residents to air their views was accepted by the Applicant and will be held on 4 April between 4pm and 7pm. I will attend as an interested party and not as a participant.

19 March – I led the Extraordinary Meeting on the policies and procedures of the Parish Council. This meeting is necessary to meet one part of the AGAR (Annual Governance and Accountability Review).

It has been suggested to me that the policies and procedures should be reviewed throughout the year rather than at a single meeting, logistically that would be possible, but it would extend our regular meetings. To meet the requirements of the AGAR it is better to have a single meeting for all policies and procedures to be approved, this helps our internal and external auditors only needing a single set of minutes to review.

27 March – I was invited by Silverbirch Care Home to sample their new spring menu for their residents. I used it as an opportunity to engage with the management team to discuss the possibility of sponsoring a Christmas tree on Pitch Place, and the view was that they were open to the suggestion.

3 April – I attended the site meeting with the Clerk Gaynor White, for the unveiling of the new defibrillator on the wall of Jacobs Well Hall Village Hall and to support the treated water station in the car park. Pictures on social media.

2024-131 - Items for inclusion on future agendas

Cllr B McShee - consider allowing adverts in the parish newsletter (as Normandy Parish Council) does. To be considered at the 27 June 2024 Full Council meeting.

Cllr J Snowball – proposed fete Jacobs Well May 2025 - to consider allowing Harry's Meadow to be used for parking during a proposed fete. To be considered at the 27 June 2024 Full Council meeting.

2024-132 - Date of next meeting – Annual Meeting Thursday 16 May 2024 - 19:30.

Meeting closed 21:20

Signed:

Chairman of the Council
Date: 16 May 2024