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NOTICE OF MEETING

Thursday 9 May 2024

To: All members of the Council

You are hereby summoned to attend the **Annual Meeting** of Worplesdon Parish Council to be held in the **Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX** on **Thursday 16 May 2024 at 7.30 pm** for the purpose of transacting the following business.

Signed:

Gaynor White

Mrs G F White PSLCC
Clerk to the Council

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting.

Anyone is permitted to film, record or take photographs at council meetings. Please liaise with the Clerk to the Council prior to the start of the meeting so that those attending the meeting can be made aware of any filming/recording taking place.

Use of mobile devices, including for the purpose of recording or filming a meeting, are subject to no interruptions, distractions or interference being caused during the meeting.

AGENDA

- 1. Appointment of the Chairman for municipal year 2024/2025.**
- 2. Chairman to sign Declaration of Acceptance of Office.**
- 3. To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40.**
- 4. Appointment of Vice-Chairman for the municipal year 2024/2025.**
- 5. Public participation session** - Members of the public are able to express a view or ask a question on relevant matters on the agenda and are welcome to stay and observe the rest of the meeting but may not speak or interrupt the meeting following the public participation session. Each speaker to have a maximum of three minutes to address the Council. The number of speakers to be limited to five.

6. **Declaration of Disclosable Pecuniary Interests (DPIs)** - by councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464).
7. **To receive and consider written requests for new DPI dispensations, if any.**
8. **Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct.**
9. **Declaration of gifts or hospitality over £50.**
10. **Merrist Wood Golf Course – Surrey County Council Planning Application Ref: 2023-0185** – To consider requesting a Section 106 Bond to ensure that, in the event this planning application is approved and the developers enter into insolvency during the construction project, sufficient monies will be available to complete the project. The decision about this application is to be made by Surrey County Council who are the Minerals and Waste Authority.
11. **Additional Section 106 request for a Toucan crossing near the entrance to Merrist Wood College** – To consider requesting the provision of a Toucan crossing should Surrey County Council be minded to approve Planning Application Ref: 2023-0185.
12. **Borough Councillor's report (5 mins).**
13. **County Councillor's report (5 mins).**
14. **Minutes of the previous meetings**

The following Council minutes are to be agreed and signed by the Chairman as a true record:

 - Full Council meeting – 4 April 2024
 - Planning/General Purposes and Finance Committee – 25 April 2024
 - Staffing Committee – 29 April 2024
15. **Election of the Planning/General Purposes and Finance Committee** – A minimum of six members, at least one member from each ward - Chairman and Vice-Chairman to be ex-officio members (with full voting rights) and two substitute members to be appointed.
16. **Election of the Staffing Committee** - Five members and two substitute members to be appointed.
17. **Finance**
 - a) **Proposed list of payments to be tabled at the meeting for approval** - Payment list to be signed by the Chairman.
 - b) **Bank reconciliations for March 2024 and April 2024** - To approve the bank reconciliations for March 2024 and April 2024.
 - c) **Monthly budget reports for March 2024 and April 2024** - To approve the monthly budget reports for March 2024 and April 2024.
 - d) **Appointment of a councillor (and a reserve) to undertake the quarterly financial inspections** - March, June, September, and December.
 - e) **Engagement – Annual Audit – Mulberry & Co** – To approve the appointment of Mulberry & Co for the financial years 2024/2025 until 2026/2027.
 - f) **Internal Audit being carried out 14 May 2024** - To consider and approve the Internal Auditor's report.
 - g) **To review the Council's insurance policy** - As per the Asset Register and Insurance Schedule (issued to members in advance of the meeting via email).
 - h) **To review the effectiveness of the Council's system of internal controls** - including management of risk and to decide action, if considered necessary.
 - i) **To review and approve the earmarked reserves for 2023/2024.**
 - j) **To review and approve the general reserves for 2023/2024.**

- k) **To receive and approve the Asset Register for the financial year ended 31.3.2024.**
- l) **To receive and approve the Annual Accounts 2023/2024.**
- m) **To receive and approve the Annual Governance Statements (AGAR) for the year ended 31 March 2024** - Section 1 Annual Governance Statements for 2023/2024. To be signed by the Chairman of the meeting and Clerk.
- n) **To receive and approve the Annual Accounting Statements (AGAR) for the year ended 31 March 2024** - Section 2 Accounting Statements for 2023/2024. To be signed by the Chairman of the meeting.
- o) **VAT return 1.1.24 – 31.3.24** - Refund of £6,285.94 due. VAT form s126 duly submitted to HMRC.
- p) **End of Year Pension Return submitted to Surrey County Council** - 10 April 2024.
- q) **Annual tree inspection - survey fee (specialist company)** - To approve the cost £1,600 & VAT.
- r) **1st instalment precept 2024/2025** – An online payment of £174,662.00 was received from Guildford Borough Council on 11 April 2024 (includes LCTSS grant)
- s) **Purchase of road legal water bowser to facilitate the watering of newly planted trees and whips** - Total cost anticipated to be £4,600 & VAT (50% Your Fund Surrey grant to be applied for).
- t) **Watering of the trees on Pitch Place Green, Perry Hill Green, and Wood Street Village Green until water bowser obtained** - To pay Steve Gunner to water the trees on these Greens twice per week, and the whips once a week, until a water bowser and consent to use a standpipe can be obtained by the Parish Council.
- u) **Cambridge Building Society** – Replacement signatory to this account to be agreed.

18. To extend the current Christmas illumination contract by one year – Reason for extension - insufficient budget 2024/2025.

19. Planning Applications for consideration

Planning Application No: [24/P/00466](#) – Land rear of Worplesdon View Care Home, Worplesdon Road, Guildford, GU3 3LQ - Erection of a detached, three storey building to form a care home (use class C2) with associated car/cycle parking, amenity space and landscaping.

Planning Application No: [24/P/00421](#) - The Cottage, Blanket Mill Farm, Goose Rye Road, Worplesdon, Guildford, GU3 3RQ - Conversion of existing stable building into habitable accommodation for use as annex to cottage and front infill extension.

Planning Application No: [24/T/00099](#) - Tree Tops, Perry Hill, Worplesdon, Guildford, GU3 3RE - T1 Sycamore Fell (Worplesdon Conservation area).

Planning Application No: [24/P/00611](#) - 6 Oak Tree Close, Jacobs Well, Guildford, GU4 7PU - Proposed single storey rear infill extension.

Planning Application No: [24/P/00642](#) - 12 Liddington Hall Drive, Guildford, GU3 3AE - Erection of outbuilding.

Planning Application No: [24/T/00097](#) - 9 St Marys Way, Guildford, GU2 8JY - (T1) Oak: Diseased, fell to near ground level. TPO P1/201/406

Planning Application No: [24/P/00643](#) - 4 Oak Tree Close, Jacobs Well, Guildford, GU4 7PU - Erection of a rear single storey extension following demolition of existing conservatory.

Planning Application No: [24/P/00606](#) - 20 Shelton Close, Guildford, GU2 9YW - Installation of a trellis privacy screen at the front of the property (retrospective application).

Planning Application No: [24/P/00665](#) - The Folly, Backside Common, Wood Street Village, Guildford, GU3 3EB - Application under section 73 of the Town and Country Planning Act 1990 (as amended) for the removal of Condition 7 (demolition of outbuildings) & 10 (development within Part 1, Class E) of planning permission 23/P/00793 approved 06/02/24 for the erection of replacement dwelling.

Planning Application No: [24/P/00693](#) - 4 Gumbrells Close, Fairlands, Guildford, GU3 3NG - Proposed front and side extension following demolition of garage.

- 20. Parish Representatives – Annual reports** - To receive a written report from each of the Parish Representatives regarding the activities of their respective organisations.
- 21. Deployment of the Community SpeedWatch (CSW)** - To receive a report from the lead member – Cllr N Mitchell.
- 22. Unauthorised Encampment – Annual Inspection Review** - Desktop review carried out by Cllr N Mitchell. To receive a brief report from Cllr N Mitchell.
- 23. Appointment of Parish Representatives (2024/2025)** - To appoint representatives to the following organisations:
 - a) Fairwood Helpers
 - b) JWRA - Jacobs Well Residents' Association (subject to the status of the RA)
 - c) FLGCA - Fairlands, Liddington Hall and Gravetts Lane Community Association
 - d) SALC - Surrey Association of Local Councils
 - e) Worplesdon Flood Forum
 - f) Worplesdon Parish Charities
 - g) WSVVA - Wood Street Village Association.
- 24. To fix the dates and times of the Full Council and Committee Meetings 2025** - To approve the Schedule of Meetings for 2025.
- 25. Clerk's Report.**
- 26. Chairman's Report.**
- 27. Items for inclusion on future agendas** - To receive any suggestions from members.
- 28. Date of next Full Council meeting – Thursday 27 June 2024 - 19:30.**