



Minutes of the Planning/General Purposes and Finance Committee meeting held in the Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX at 7.29pm on Thursday 6 June 2024

2024-189 - Present

Councillors:

Cllr G Adam (Chairman), Cllr B Ahier, Cllr D Bird, Cllr P Cragg, Cllr N Mitchell, Cllr M Price, and Cllr M Fance.

Officers of the Council:

Mrs V Fear - Assistant Clerk

Members of the public:

No members of the public were present.

2024-190 - D-Day80

A minute's silence was held to reflect on the 80th anniversary of D-Day.

2024-191 - To appoint a Chairman of the Planning/General Purposes and Finance Committee for the municipal year 2024/2025

It was proposed by Cllr N Mitchell, seconded by Cllr D Bird that Cllr G Adam be appointed as Chairman of the Planning/General Purposes and Finance Committee for the municipal year 2024/2025.

No other nominations being made, Cllr G Adam was duly elected Chairman of the Planning/General Purposes and Finance Committee for the municipal year 2024/2025.

2024-192 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Apologies were received from Cllr T Wright. Reason for absence was accepted.

Apologies were also received from Mrs G White - Clerk to the Council.

2024-193 - Public Participation

No members of the public were present.

Approved by the Full Council – 27 June 2024

2024-194 - 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.

2024-195 - Amendments to the Register of Interests

Cllr D Bird has submitted revised Register of Interests paperwork.

2024-196 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

2024-197 - Declaration of non-pecuniary Interests

No declarations were made.

2024-198 - Declaration of gifts or hospitality over £50

No declarations were made.

2024-199 - Planning Applications for consideration:

Planning Application No: [24/P/00532](#) – Rye House, Goose Rye Road, Worplesdon, Guildford, GU3 3RJ - Replacement first floor, replacement porch, front infill extension, alterations to fenestration, garage door and roof and change to external materials.

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

Planning Application No: [24/P/00700](#) – 1 Douglas Close, Jacobs Well, Guildford, GU4 7PB - Rear single storey extension with new first floor.

It was **RESOLVED**: that the Parish Council requests further information relating to the fenestration at the rear of the first floor. The plans appear to show a number of larger Velux windows protruding out over the ground floor extension, and above the roof tiles, potentially creating a balcony for each first-floor bedroom, this could result in overlooking and would alter the roofscape contrary to Policies H4 (1) – Development proposals for residential extensions and alterations are required to have regard to the impact on neighbouring properties [through overlooking], and Policy D4 (5) (b) – Form and scale of buildings and spaces – roofscapes.

Planning Application No: [24/P/00776](#) – Syringa, Goose Rye Road, Worplesdon, Guildford, GU3 3RJ - Single storey side extension and new roof over existing utility/bathroom.

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

Planning Application No: [24/T/00123](#) – 9 Cater Gardens, Guildford, GU3 3BY - T1 & T2 Sycamore (Acer pseudoplatanus) - reduce crown by 3m all round. TPO P1/201/332.

It was **RESOLVED**: leave to tree officer.

Planning Appeals for information only:

Planning Inspectorate's Ref: APP/Y3615/W/23/3332905 - Land at Cavendish Place, Guildford, 29 Applegarth Avenue, Guildford, GU2 8NJ - Outline application for the development of 10 Flats with all matters reserved.

The councillors reiterated the objections stated when the application was first considered by the council.

2024-200 - Quarterly Playground Inspections

The summary of the Quarterly Play Inspections had been circulated to all councillors prior to the meeting. It was proposed by Cllr D Bird, seconded by Cllr M Fance, and unanimously **RESOLVED** that the report be accepted.

Appendix 1 – Quarterly Play Inspections Report

2024-201 - Land Management and Health & Safety Report

The Land Management and Health & Safety Report had been circulated to all councillors prior to the meeting. It was proposed by Cllr M Fance, seconded by Cllr B Ahier, and unanimously **RESOLVED** that the report be accepted.

A request from the Wood Street Village Association (WSVA) had been received to include shire horses and a cart within the Summer Show 2024.

The parish councillors agreed to the shire horses and dray in principle. They sought clarification on a number of items as follows, with information to be provided to the parish council by 20th June 2024, to allow councillors to review the documentation/answers in advance of the Full Council Meeting to be held on 27 June 2024:

- Confirmation that the Green be returned to its original condition – removing or infilling any ruts caused by the carriage/dray's wheels or by hoof prints.
- Provide a plan showing the route the horses are proposed to take.
- Confirm that appropriate insurance documents are in place for the horses and dray.
- Provide a risk assessment including reference to actions arising in the unlikely (but not impossible) event of the horses bolting.
- Clarify where the horsebox and trailer would be parked, particularly if the ground is soft.

The request for shire horses to be included within the show permission to be added to the Full Council Agenda for 27 June 2024.

2024-202 - Biodiversity Action Plan update

The Assistant Clerk provided an update relating to the submissions to Surrey County Council and the lack of feedback to date. Both the Clerk and Assistant Clerk have been attending a variety of information and training sessions to ensure that the council are making the necessary accommodations with regard to the Biodiversity Act 2021.

A bat monitor has been purchased to allow the bat population across the parish to be sampled. This item will be used in conjunction with a redundant phone, so no additional IT expenditure is required.

The success of the wildflower meadow at Harry's Meadow, Jacobs Well was discussed, together with a suggestion to extend this to encompass a greater area of the meadow; although the proposed area would not be fenced due to the prohibitive cost. This item to be added to the Full Council Agenda 27 June 2024.

2024-203 - 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 D Bird, seconded by Cllr N Mitchell, and unanimously **RESOLVED** that payments to the value of £17,482.31 be approved. The payment list was duly signed by the Chairman, Cllr G Adam, during the meeting.

Table 1: Payment list 6.6.2024

Code	Date	Description	Supplier	Net	VAT	Total
Land Management	15/05/2024	Glasdon Litter Bin Keys	Glasdon UK Ltd	8.94	1.79	10.73
Land Management	15/05/2024	Materials	B&Q	19.00	0.00	19.00
Establishment Charges	16/05/2024	Stationery	Mrs V C Fear - Langford Dene Ltd (Amazon)	11.66	2.33	13.99
Land Management	16/05/2024	Watering newly planted trees	Stephen Gunner	150.00	0.00	150.00
Establishment Charges	16/05/2024	Stationery	Your IT Delivered Ltd (Amazon)	16.60	3.32	19.92
Parish office - Unit 2 Saxton	17/05/2024	Water and sewerage charge - Unit 2 Saxton - 01.04.24 - 30.04.24	Castle Water	14.95	0.00	14.95
IT budget	20/05/2024	Subscription - 17.05.24 -16.06.24	Adobe	16.64	3.33	19.97
Establishment Charges	18/05/2024	Office supplies	Sainsburys	25.09	0.00	25.09
Land Management	21/05/2024	Materials	B&Q	7.50	1.50	9.00
Audit Fees	22/05/2024	Internal Audit 2023-24	Mulberry Local Authority Services Limited	157.05	31.41	188.46
Land Management	22/05/2024	Hire of storage container MW - May 2024	Activate Learning	81.00	0.00	81.00
Revenue Costs Works Vehicle	17/05/2024	Fuel for works van	Waitrose Shell	41.75	8.35	50.10
Perry Hill Environmental Improvements	23/05/2024	5x Planters and 2 x Benches	TDP Ltd	2,116.67	423.33	2,540.00
Staff Costs	23/05/2024	Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's	Staff Costs	12,668.65	0.00	12,668.65
Staff mileage	23/05/2024	Mileage	Mrs G F White	17.88	0.00	17.88
Staff mileage	23/05/2024	Mileage	Mrs V C Fear	17.55	0.00	17.55
Land Management	23/05/2024	Materials	PPG Architectural Coatings	2.42	0.00	2.42
IT budget	23/05/2024	Halo for business 1 - ultrafast 2 & value line	BT PLC	66.30	13.26	79.56
Land Management	29/05/2024	Watering newly planted trees	Stephen Gunner	150.00	0.00	150.00
Establishment Charges	03/06/2024	Bat Surveys Reference Book	NHBS Ltd	35.00	0.00	35.00
Land Management	03/06/2024	Echo Meter Touch 2	NHBS Ltd	160.83	32.17	193.00
Parish office - Unit 2 Saxton	03/06/2024	Business rates - Parish Office	Guildford Borough Council	968.00	0.00	968.00
Community Car Park	03/06/2024	Business rates - Community Car Park	Guildford Borough Council	101.00	0.00	101.00
IT budget	03/06/2024	BT Business Mobile Broadband	BT PLC	18.51	3.70	22.21
Revenue Costs Works Vehicle	03/06/2024	Service plan - 5th instalment of 45	PlanMyService LLP	48.38	9.68	58.06
Revenue Costs Works Vehicle	03/06/2024	MOT Service plan - 5th instalment of 45	PlanMyService LLP	3.78	0.00	3.78
Land Management	04/06/2024	Tools for Groundstaff	Sutton Green Garden Centre	22.99	0.00	22.99
Total				16,948.14	534.17	17,482.31

Approved by the Full Council – 27 June 2024

Meeting closed 20:29

Signed:

Chairman of the Council

Date: 27 June 2024