



**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 27 June 2024**

2024-205 - 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 M Price, Cllr C Riley, Cllr J Snowball, and Cllr T Wright.

Officers of the Council:

Mrs G White - Clerk to the Council
Victoria Fear - Assistant Clerk

Members of the public:

Borough Councillor Bill Akhtar, Mr Trevena, and County Councillor Keith Witham were present for part of the meeting.

2024-206 - 25 years' service by the Parish Clerk

The Clerk was congratulated on achieving her 25 years of service to the Parish Council. Cllr B McShee, who was Chairman of the Council in 1999, and present at the Clerk's job interview, gave a short presentation to the Council. Following which, the current Chairman, Cllr N Mitchell, presented the Clerk with a beautiful bunch of flowers (from a local florist), a celebratory cake (from Christmas' Bakery), and a gift (all funded via a collection by the councillors and staff).

The Clerk thanked everyone for their generosity and thoughtfulness.

2024-207 - Chairman's Announcements

The Chairman gave the H&S announcements.

2024-208 - 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 D Bird. Apologies and reason for absence duly accepted.

2024-209 - Public Participation

One member of the public was present but did not wish to address the Council.

2024-210 - Declaration of Non-pecuniary Interests

Cllr T Wright declared that he is a member of the Wood Street Village Show Team. Cllr P Cragg, Cllr B McShee and Cllr N Crampin each declared that they are members of the WSV (Wood Street Village Association). [Item no 17 on the agenda].

2024-211 - 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.

2024-212 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

2024-213 - Amendments to the Register of Interests

No declarations were made.

2024-214 - Declaration of gifts or hospitality over £50

No declarations were made.

2024-215 - Borough Councillor's report

Cllr Bill Akhtar gave the following report:

Firstly, my congratulations to the Parish Clerk on her achievement. Cllr Akhtar advised that, co-incidentally, he came to the UK in 1999.

Council meetings rescheduled due to general election - due to the general election, all local authorities are now in the pre-election period (previously known as purdah), which means that council activity is restricted due to a period of heightened sensitivity. As a consequence, several borough council meetings had been rescheduled.

Blackwell Farm - Guildford Borough Council is still awaiting the submission of a planning application for Blackwell Farm. Andrew Gill from the University of Surrey's House Team had made contact with Guildford Borough Councillors and Compton Parish Council, although the borough council officers have not yet received any communication. Cllr Akhtar had suggested that the University of Surrey should also approach Worplesdon Parish Council about their planning application.

Hesters Yard - Bewley Homes have submitted an appeal to the Planning Inspectorate. This will be dealt with via a Public Inquiry. The public will be able to participate. The date the public inquiry will take place is still not known. The process of dealing with an appeal via Public Inquiry takes longer than a standard appeal.

D-Day - 4th Battalion Princess of Wales's Regiment - The regiment, which had previously been awarded the Freedom of the town, held a Freedom March on Saturday 29 June to celebrate Armed Forces Day.

Wood Street Knoll SANG - Detailed discussions have taken place with officers. The company that went into liquidation is now out of the equation. The SANG already exists. The Section 106 Agreement is being prepared, which will require approval. Once the public consultation is complete, it should be a straightforward decision regarding the planning application.

The SANG is to be managed by the Land Trust and funded via deposits given over by the existing landowners. Berkeley Homes, the developers of North Street, have expressed an interest in utilising this SANG to offset the new homes being built in North Street, Guildford.

It is understood that as soon as funding is received by the Land Trust, ownership will be transferred, at which point the car park will be officially opened.

A Q&A session then took place during which the following topics were discussed:

1. Banging noises in Jacobs Well coming from the Weyside Urban Development. Residents would like to know at what point the piling will come to an end.
2. Bridge over the water course between Harry's Meadow and the North Moors allotments.
3. The effectiveness of the car sharing project at Montague Place, Keens Lane.
4. The inordinately long delay by Guildford Borough Council's planning team in respect of the planning application for the former White Lyon and Dragon.

Cllr Akhtar agreed to follow up each of the above issues on the Parish Council's behalf.

The Chairman thanked Cllr Akhtar for his report.

A brief discussion then took place regarding Governance at Guildford Borough Council.

2024-216 - County Councillor's report

Cllr K Witham also offered his congratulations to the Clerk on her 25 years' of service.

At the beginning of June, Cllr K Witham had provided a written report, which had been issued to all Members via email at the time of receipt that covered the following topics:

- Guildford Borough Council Update. A damning independent report into serious GBC failures
- The Therapy Garden Charity
- Reminder about grants for local groups
- Lisa Townsend re-elected as Surrey's Police and Crime Commissioner
- Surrey Fire and Rescue - helping medical services and vulnerable people
- The Surrey Hills Management Plan consultation
- Surreys Children's Services improvements
- Surrey County Council's Community, Environment and Highways Select Committee

Cllr Witham advised that as we are now in the pre-election period, all county council business had been suspended until after the elections. The Your Fund Surrey grant applications scheme had also been temporarily ceased and would reopen on 5 July 2024, the day after the general election.

A Your Fund Surrey grant of £19,000 has been awarded to the Worplesdon Tennis Club to enable them to refurbish their club house inside and out.

Unfortunately, Your Fund Surrey will not fund retrospective applications, so it will no longer be possible to provide a grant towards the water bowser. Cllr K Witham confirmed that he was, however, happy to support any other grant applications the Parish Council may wish to apply for, e.g. the expanded wildflower meadow in Harry's Meadow, and/or the bridge between Harry's Meadow and the North Moors Allotments.

Residents had expressed concern about the automatic traffic counters that have been placed around Fairlands. Cllr K Witham confirmed that these had been placed at the request of the Fairlands, Liddington Hall and Gravetts Lane Community Association (FLGCA) who are seeking a 20mph speed limit across the Estate. Cllr

Witham advised that statistical evidence of traffic speed is required before any decisions will be taken by the County Council.

Cllr P Cragg asked why automatic traffic counters had also been placed in Oakfields. Cllr K Witham was unable to advise why traffic counters had been placed at this location.

[At 19:51 Peter Trevena, Cllr Bill Akhtar and Cllr K Witham left the meeting.](#)

2024-217 - Minutes of the previous meetings:

It was proposed by Cllr M Fance, seconded by Cllr S Ellahi, and unanimously **RESOLVED** that the minutes of the Annual Meeting held 16 May 2024 be approved and signed by the Chairman as a true record.

It was proposed by Cllr G Adam, seconded by Cllr B Ahier, and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee Meeting held 6 June 2024 be approved and signed by the Chairman as a true record.

2024-218 - Planning Applications for consideration:

Planning Application No: 24/P/00830 - Glebe House, Church Lane, Worplesdon, Guildford, GU3 3RU -

Proposed erection of single storey extensions (side and rear) and alterations to dwelling following demolition of existing conservatory. Alteration to roof to form roof terrace. Construction of outdoor swimming pool.

It was **RESOLVED**: that whilst Worplesdon Parish Council has no objection to the proposed alterations to the property, which the Parish Council feels will enhance the building, the Members did have concerns about the proposed swimming pool, and the extent of the paving surrounding the proposed swimming pool.

Reference: Guildford Local Plan

Policies: P6: Protecting important habitats and species, and

P7: Biodiversity in New Developments

The Parish Council's concerns are:

1. There has been no mention of Biodiversity Net Gain (BNG). Why not? The concrete construction of the swimming pool will result in a non-permeable paved area covering approximately 300m². By virtue of the size of the proposed swimming pool and surrounding paving, the proposal is likely to result in a net loss in biodiversity. Given the proximity of Glebe House to Whitmoor Common (SPA, SSSI, LNR, BOA) this is of concern to the Parish Council. Biodiversity Opportunity Areas are the basis for realising Surrey's ecological network (Surrey Nature Partnership 2019).
2. From the drawings it appears that there are trees near the paved area, but no mention has been made about the root protection areas.
3. Additional screening would be required to provide privacy to the residents of the dwelling, as well as those using St Mary's Church (Grade 1 listed building).
4. No mention has been made regarding a plant room. This would be required if the pool is to be heated and chlorinated.
5. If a plant room is to be provided, what measures will be taken to prevent noise issues to neighbouring properties?
6. What measures will be taken to prevent wildlife accidentally entering the pool and drowning (this wasn't apparent from the application and supporting documentation).
7. Guildford sits within a region of high-water stress.
8. Non-permeable paving would contribute.

Planning Application No: 24/P/00779 - Weyside Urban Village (Slyfield regeneration Programme), Slyfield Green, Guildford, GU1 - Reserved Matters Approval pursuant to outline consent 20/P/02155 (siting, design and external appearance, access and landscaping) for the erection of 187 dwellings and associated infrastructure, parking and landscaping on the southern part (Phase 3) of Weyside Urban Village (Slyfield regeneration Programme), Slyfield Green, Guildford, GU1 with access from Woking Road.

It was **RESOLVED**: The Parish Council comment as follows:

Worplesdon Parish Council wishes to request that in accordance with the Environment Act 2021, all planting associated with this development should be UK native, with no hybrid or double plants to improve the habitat for the benefit of all pollinators and other wildlife.

Hedgehog highways should also be provided as should bird, bat and insect boxes to increase Biodiversity Net Gain.

Worplesdon Parish Council could not find any mention of EV spaces, please could you confirm these are to be provided?

Planning Application No: 24/P/00661- 62 Grangefields Road, Jacobs Well, Guildford, GU4 7NP - Erection of garden building with bedroom and shower for occasional use.

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

1. 62 Grangefields is situated beside The Brook, (the watercourse system leading from Brittens Pond to the River Wey). This property sits within a Flood Zone 2 area. The loss of the small garden to a substantial 'garden building' is likely to result in increased surface water run-off due to the loss of permeable garden space contrary to Policy P4 (2).
2. The proposed design for the garden building is out of keeping with the host dwelling contrary to Policy H4 (1 (a) and (c)).
3. The size of the garden building is inappropriate and is not subordinate to the host dwelling contrary to Policy H4 9 (a).
4. The planning application description does not match with the submitted plans. The size of the building, at 36m², is larger than a standard one-bed flat.
5. The proposed cladding does not reflect the local vernacular, contrary to Policy H4 1(c).
6. There is no mention of how wastewater will be dealt with.

Planning Application No: 21/P/02356 - Land at, Frog Grove Lane, Guildford, GU3 3EZ - Retrospective application for the change of use from agricultural land to public open space and nature reserve, with associated fencing, access works, car park and highways access to facilitate a Suitable Alternative Natural Greenspace (Minor reduction of 1 acre from redline boundary of the approved application ref: 16/P/0213), at Land at Frog Grove Lane, Wood Street Village, Worplesdon, Guildford.'

It was **RESOLVED**: the Parish Council support this planning application.

2024-219 - 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 Price, seconded by Cllr T Wright, and unanimously **RESOLVED** that payments to the value of £33,964.13 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

Table 1: Proposed list of payments 27 June 2024

Code	Date	Description	Supplier	Net	VAT	Total
Establishment Charges	28/05/2024	Supplies for office	Tesco	2.55	0.00	2.55
Parish Newsletter	05/06/2024	3,600 newsletters and Annual Reports	Knaphill Print Co Ltd	870.00	0.00	870.00
Land Management	06/06/2024	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	49.17	9.83	59.00
Grass Cutting	06/06/2024	Grass cutting - Month 4 2024	Holly Landscape and Training	1,630.02	326.00	1,956.02
Establishment Charges	06/06/2024	100 x 2nd class stamps	Post Office Ltd	85.00	0.00	85.00
Contingency Fund	07/06/2024	Water Hydrant Standpipe 3/4" (C/W Double Check Valve)	Fuller Tankers	104.56	20.91	125.47
IT budget	12/06/2024	External back-up - June 2024	RISC IT	42.00	8.40	50.40
Establishment Charges	10/06/2024	Stationery	Amazon EU S.a.r.L.	39.35	7.87	47.22
Land Management	11/06/2024	Materials	Wickes	1.67	0.33	2.00
Contingency Fund	12/06/2024	1125 Litres Highway Flower Watering Bowser	Kingfisher Direct Ltd	4,861.83	972.37	5,834.20
Parish office - Unit 2 Saxton	12/06/2024	Rent Unit 2 Saxton - 24.6.24 - 28.9.24	TL Fund	6,750.00	1,350.00	8,100.00
Parish Office	12/06/2024	Quarterly service charge 01.04.24 - 30.06.24	TL Fund	177.12	35.42	212.54
Establishment Charges	12/06/2024	50 x 2nd class stamps	Caboodle	45.22	0.00	45.22
Parish office - Unit 2 Saxton	12/06/2024	External window cleaning	Trevor Porter Window Cleaning Service	20.00	4.00	24.00
Land Management	12/06/2024	Acrylic QR Code disc	Guildford Signs	12.00	2.40	14.40
Tree Surgery	13/06/2024	Tree works at Pitch Place Green	Dave Ford Tree Care	280.00	56.00	336.00
IT budget	19/06/2024	Toner cartridges for HP printer	Amazon Services Europe S.a.r.L	140.78	28.16	168.94
IT budget	18/06/2024	Subscription - 17.06.24 - 16.07.24	Adobe	16.64	3.33	19.97
Contingency Fund	17/06/2024	Tow Hitch Lock	The Trailer Centre	24.50	0.00	24.50
Revenue Costs Works Vehicle	17/06/2024	Fuel for works van	Waitrose Shell	42.12	8.43	50.55
IT budget	17/06/2024	OnePhone - phone charges - including mobile data	BT PLC	212.20	42.44	254.64
Parish office - Unit 2 Saxton	18/06/2024	Water and sewerage charge - Unit 2 Saxton - 01.05.24 - 31.05.24	Castle Water	21.87	0.00	21.87
Parish office	19/06/2024	Repair of front door lock	Fidelis Security	75.00	15.00	90.00
Land Management	19/06/2024	Repair & Repaint Maypole on WSV Green	Stephen Gunner	100.00	0.00	100.00
Parish Office	19/06/2024	Services of the air con units in Unit 2 Saxton	Absolute Climate Ltd	175.00	35.00	210.00
Tree Inspections	19/06/2024	Walk-over Tree Survey of 7 sites	TGB Tree Consulting	1,800.00	0.00	1,800.00
Contingency Fund	20/06/2024	Annual Standpipe Licence - 10.06.24 -31.03.25 water charges	Affinity Water Limited	340.00	0.00	340.00
Contingency Fund	20/06/2024	Annual Standpipe Licence - Set up and instruction charge	Affinity Water Limited	117.30	23.46	140.76
Establishment Charges	19/06/2024	Stationery	Amazon EU - UK Branch	23.81	4.76	28.57
Establishment Charges	20/06/2024	Town & Parish Councils VAT Guide	SLCC Enterprises Ltd	29.50	0.00	29.50
Establishment Charges	20/06/2024	Town & Parish Councils VAT Guide - Delivery	SLCC Enterprises Ltd	4.50	0.90	5.40
Staff Costs	20/06/2024	Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's	Staff Costs	12,547.56	0.00	12,547.56
Staff mileage	20/06/2024	Mileage	Mrs G F White	36.40	0.00	36.40
Staff mileage	20/06/2024	Mileage	Mrs V C Fear	29.25	0.00	29.25
Staff mileage	20/06/2024	Mileage	Mr A Connor	5.20	0.00	5.20

Code	Date	Description	Supplier	Net	VAT	Total
Professional Advice	20/06/2024	Specialist HR advice	Hive HR Solutions	247.50	49.50	297.00
Total				30,959.62	3,004.51	33,964.13

b) Bank reconciliation for reconciliations for April and May 2024

The Finance Officer (FO) had prepared the bank reconciliations for April and May 2024 in accordance with the Accounts and Audit Regulations, a 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 G Adam, and unanimously **RESOLVED** that the bank reconciliations be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendices 1 and 2 – April and May 2024 Bank Reconciliations

c) Monthly budget reports for April and May 2024

The FO had prepared the budget reports for April and May 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 M Fance, 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, 5, 6, 7 and 8 – April and May 2024: Summary Budget Report, Net Position Report and Earmarked Reserves Report.

d) Quarterly financial check undertaken by Cllr M Price 12 June 2024

Councillor MP gave the following report:

My thanks go to the Finance Officer (Helen Lawrence) for putting all the documents that I require to review out neatly and ready to go. All bank statements were agreed as at the 31st of May 2024. The payment lists all agreed to the statements.

Correspondence from Mulberry and Co Ltd advised that clerks were getting letters from Lloyds Bank claiming parish councils were not covered by the FSCS to £85,000. In accordance with the advice from Mulberry and Co Limited, I have checked that all our accounts are protected by the FSCS. As we have two accounts with the Unity Trust Bank, if that were to go into insolvency, we would only be covered to the maximum limit of £85,000.

Helen Lawrence had done a fantastic job preparing a spreadsheet detailing the values in each bank/building society. It was agreed that once the interest is received from the Skipton and the Unity Trust, any monies over the £85,000 protection limit would be moved to an alternative interest-bearing account.

The Clerk advised that once the parish council's income exceeds £440,000 per annum, the Council will automatically lose its protection under the FSCS scheme but the reason the funds are spread across numerous bank institutions is to safeguard public funds, as it limits the potential loss of no more than £85,000 of taxpayers' money, should any of the institutions go into receivership.

It was proposed by Cllr M Fance, seconded by Cllr B Nagle and unanimously **RESOLVED** that once the interest has been received, any funds over £85,000 will be transferred to an alternative interest-bearing account.

e) Trench and steel armoured cable to facilitate the Christmas Illuminations at Perry Hill Green

Following discussion, it was proposed by Cllr P Cragg seconded by Cllr J Snowball and unanimously **RESOLVED** that the cost of digging a trench and providing steel armoured cable to enable the trees at Perry Hill Green to be illuminated every Christmas be approved. Total cost £4,425 & VAT.

Power to spend: General Power of Competence 2011

Only one quotation had been obtained for this work as these services are specialist services linked to an existing contract. Financial regulation number 11.1 (a) (iii) refers.

At 20:46 the chairman called a break, which all present enjoyed a slice of the Clerk's celebratory cake.

The meeting reconvened at 21:12

2024-220 - Jacobs Well Fete 2025

Cllr J Snowball advised that he had received a tentative inquiry from the Jacobs Well Social Club regarding the possible use of part of Harry's Meadow to facilitate parking to enable a fete to take place on the village hall car park sometime in 2025.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr P Cragg that, in principle, the Parish Council agreed to the use of Harry's Meadow for parking, subject to the receipt of a risk assessment and the final details being provided.

Any damage caused to the ground in Harry's Meadow for such a purchase would have to be put right at the organiser's expense.

2024-221 - "Bridge" over the watercourse between Harry's Meadow and North Moors Allotment (Right of Way no. 581).

The integrity of the "bridge" installed by residents over the watercourse has been brought into question by a local resident.

The Clerk advised that she had put a request into Surrey County Council's Rights of Way team for a replacement bridge to be installed over what is now Right of Way no. 581.

Following discussion, it was proposed by Cllr N Mitchell, seconded by Cllr G Adam and unanimously **RESOLVED** that, in principle, the Parish Council agrees to installing a new bridge over the water course, if Surrey County Council's Rights of Way team is unable to provide a replacement bridge - working with other parties to obtain grant funding and sponsorship.

Anticipated cost of bridge including installation £6,000 to £7,000 & VAT (without grant funding or sponsorship).

Power to spend: General Power of Competence 2011

2024-222 - Wildflower trial area – Harry's Meadow

The Assistant Clerk had prepared a report for the Members, which had been circulated via email in advance of the meeting.

Cllr J Snowball gave the following update:

- Of the two trial areas, the one nearer the Slaymaker’s commemorative bench has become swamped with big thick grass. The trial area in the middle of the meadow has, however, thrived. This is likely to be because the soil quality is poorer at this location.
- The yellow rattle has yet to make an appearance. Yellow rattle is useful as it is parasitic and weakens the existing grass, giving the wildflower seed greater opportunity to thrive.
- Feedback from the local community has been really positive.
- September is the traditional time for sowing yellow rattle seed.

Cllr J Snowball thanked the Assistant Clerk for her report.

The Clerk advised that Harry’s Meadow covers approximately 2.17 hectares (21,700m²). The proposed wildflower area measures 7,350m². This would represent approximately 34% of the meadow being dedicated to encouraging wildflowers, whilst continuing to support the existing meadow species (approximately 66%). By utilising the natural boundary created by existing well-used footpaths to form the perimeter of the proposed wildflower extension area it is not anticipated that fencing would be necessary. The cost of fencing would be prohibitive. Additional signage would need to be displayed highlighting the negative impact of dog waste if it is not picked up and disposed of correctly.

The Clerk also recommended the use of the same seed used in the 2023 trial being Restore & Enrich Wildflower Seed BSRE 100% by Boston Seeds, as this would be a significantly cheaper option than sowing yellow rattle one year and reseeded with the wildflower mix the second year.

Costs

1. **To plough the area highlighted on the map [plough, roll with furrow press and power harrow, to create a fine tilth]:**
 - **Option 1: Contractor £400** quotation received (who would undertake the works using a tractor)
 - **Option 2: Groundstaff and Councillors**
For the trial areas a rotavator was hired for a period of three days costing **£37** (excl VAT). The Head Groundsman’s time spent using the rotavator (3 days at £108.94 per day = **£326.82**) and then the subsequent time spent by the Head Groundsman and Cllr Snowball to break up the rotavated lumps with a spade (estimated 4 days to cover 300m²).
If we were to pro-rata this based on the area the proposed wildflower extension would cover [25 times larger], it would cost an estimated **£9,000 to hire the rotavator and the staff time to operate it** (although it should be noted that this would remove Groundstaff from their normal duties, plus require significant councillor assistance).
2. **To sow seeds:**
 - **Option A:** to sow the prepared soil with BSRE Restore and Enrich Wildflower Seed Mix in year 1 (Early Autumn 2024) 22kg would be required to cover 7,350m² Cost **£3,360 plus preparatory costs**
 - **Option B:** to sow 100% Yellow Rattle in Year 1 (Early Autumn 2024), and then sow BSRE Restore and Enrich Wildflower Seed mix in Year 2 (Early Autumn 2024) [this would require a second ploughing between Years 1 and 2 – at an additional cost of £400 (Option 1) or £9,000 (Option 2)]
22kg would be required to cover 7,350m²
Cost £6,198.60 [100% Yellow Rattle] plus £3,360 [BSRE Restore and Enrich Wildflower Seed Mix]
Total cost **£9,958.60 plus 2 x preparatory costs**

Following discussion, it was proposed by Cllr J Snowball, seconded by Cllr G Adam and **RESOLVED** that the trial wildflower area be expanded to cover 34% of the meadow (using the Restore and Enrich wildflower seed from Boston Seeds) at a total cost of £3,760 & VAT including the cost of preparing the ground – grant funding to be sought.

A vote took place. 12 in favour – Cllr M Price abstained. Motion carried.

Appendix 9 – Wildflower Meadow report

2024-223 - Parish newsletter

The Clerk had prepared a report which was circulated to all Members in advance of the meeting.

Cllr N Mitchell advised that Microsoft Publisher is no longer fit for purpose. The Parish Council does have free use of Canva Pro, which has over 7,500 templates available for council newsletters.

[At 22:08 Cllr P Cragg left the room.](#)

The style and content of the current newsletter could, therefore, easily be updated at no additional cost. Additionally, the Assistant Clerk has researched flip book software. The most suitable flip book software for the Parish Council's purposes is Heyzine Flip. This software enables standard PDFs to be converted into flip books, which look far more professional. The cost of Heyzine Flip is £164 per annum.

Discussion regarding the use of adverts, the cost of appointing an editor (if the size of the newsletter is considerable expanded), the additional printing and delivery costs, VAT implications were briefly discussed.

The use of a flip book was considered an excellent idea.

[At 22:15 Cllr P Cragg returned to the room, apologised and left the meeting.](#)

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr M Fance and unanimously **RESOLVED** that:

- (a) a working party be established to review the newsletter with the probability that it will become predominantly online, but that hard copies would be made available at specific locations across the Parish
- (b) the cost of the Heyzine Flip software be approved.

Power to spend: Local Government Act 1972 s111.

Cllr B Ahier, Cllr M Price, Cllr G Adam, Cllr N Crampin and Cllr N Mitchell to sit on the working party.

A working party meeting to be held as soon as practicable.

2024-224 - Wood Street Summer Show 2024

The Wood Street Show Committee had requested permission to hold shire horse rides on the Green and also permission to have a bouncy slide at the Show [same ride as last year].

All relevant safety certificates, insurance certificates and risk assessments had been received from the Show Committee, as had the plan showing the layout for the show, including the location of the shire horse rides.

The Chairman advised that there are byelaws stating no horses should be ridden on the Green, however, in the spirit of co-operation, provided any damage to the Green is put right at the Organiser's expense, that all

manure is removed from the Green, and that safety barriers are erected to protect the public, it would seem churlish to refuse the request.

The bouncy slide is to be delivered by the same supplier as last year. The bouncy slide is smaller than has been used historically.

If windy, the bouncy slide **must not** be used.

It was duly proposed by Cllr G Adam, seconded by Cllr J Snowball and unanimously agreed that approval be granted for both the shire horse rides and the bouncy slide on the basis outlined by the Chairman above.

2024-225 - Jazz Festival 2024

The risk assessment, public insurance certificates and other documentation had been received and circulated to all Members in advance of the meeting.

Four free tickets have been provided for use by the Parish Council.

It was duly proposed by Cllr N Mitchell, seconded by Cllr T Wright and unanimously **RESOLVED** that the risk assessment and other documentation be accepted and approved.

An A5 advert from the Parish Council to be included in the programme – free of charge.

2024-226 - Clerk's Report

a) Speeding issues across the Parish

The Parish Council has lobbied Surrey Police and Surrey County Council. A disappointing response had been received from Surrey Police. A detailed response is awaited from Surrey County Council.

b) S38 Partial Consent – Four parking spaces – Jacobs Well Recreation Ground

The Planning Inspectorate has granted consent for the following works only:

- i) To dig up and replace 93m² of the existing track with grasscrete. The track will measure 31m long by 3m wide;
- ii) To dig up and replace 19m² of the track's bell mouth with tarmac. The bell mouth measures 3.3m deep by 8.3m at the widest part;
- iii) To create four parking spaces amounting to an area of 64m². The parking spaces will be made of grasscrete and measure 10m long by 6m deep with 2m by 1m splays at both sides of the parking area.

Permission to request a wooden fence with added chicken wire around the parking spaces on three sides was refused. It will, however, be possible to erect recycled plastic posts around three sides of the parking spaces as consent for posts (less than 200m in length) is not required from the Secretary of State, nor is planning permission required.

2024-227 - Chairman's Report

Cllr N Mitchell had issued the following written report, which had been circulated to all Members via email in advance of the meeting:

Thank you for electing me as your Chairman for the Municipal Year 2024/25 at the Full Council on 16 May.

Community Speed Watch (CSW)

Has been conducted across the parish during the last six weeks. Surrey Police decided to change the emphasis on this activity by cancelling the weeklong focus of Project EDWARD (Every Day Without a Road Death) and instead concentrate on known hotspots.

Whilst on a deployment in Jacobs Well, the team on the day were approached by a member of the public who had questions about how CSW works. He had an experience where the volunteers suddenly popped out from behind trees and took the speed reading. We were able to reassure him that there are rules, and his description was not how a deployment should be conducted.

Newsletter

When approving the annual Chairman's report it became apparent that the software we currently use is both outdated and cumbersome. To change the software that we use will require training and, therefore, expense. However, to continue with the current software is not a sustainable option.

22 May

The Clerk and I had a 'get to know you' meeting with Merrist Wood College, which was very productive in terms of areas from which both parties can benefit. These include the planting of the planters on Perry Hill Green and the potential development of a small wildflower meadow in Coombe Lane. This work is planned to be undertaken in September.

24 May

I had a follow up meeting with a resident who wished to compile a Conservation Area Appraisal, I was able to advise that this was not a Parish Council issue and is dealt with by the Borough Council's Conservation Officer.

I respectfully pointed out that the Parish Council Officers have no spare time (or appropriate planning knowledge) for the extensive work associated with a Conservation Area Appraisal whilst dealing with Biodiversity issues, the proposed work at Perry Hill and the annual tree inspections.

Worplesdon Charities

I am still concerned that the issues raised at the Full Council meeting on 16 May have not been fully resolved, this matter is still ongoing.

6 June

I attended the Planning/General Purposes and Finance Committee meeting.

2024-228 - Date of next meeting – Full Council Meeting Thursday 8 August 2024 - 19:30.

Meeting closed 22:27

Signed:

Chairman of the Council

Date: 8 August 2024