



**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 19 September 2024**

**2024-289 - Present**

**Councillors:**

Cllr B Ahier, Cllr N Crampin, Cllr S Ellahi, Cllr N Mitchell, (Chairman), Cllr M Price, Cllr C Riley, Cllr B Nagle, and Cllr J Snowball.

**Officers of the Council:**

Mrs G White - Clerk to the Council  
Mrs V Fear – Assistant Clerk

**Members of the public:**

Borough Councillors Cllr B Akhtar, Cllr H Brooker, and Cllr P Brooker were present for part of the meeting.

**2024-290 - Two minute's silence – death of Cllr Paul Cragg**

The Chairman announced, with great sadness, that Cllr P Cragg had passed away on 16 September. Cllr Cragg had served on the Parish Council for fifteen years.

Those present stood and observed a two-minute silence, as a mark of respect.

The Clerk had advised the Borough Council of the casual vacancy, as legally required. Cllr P Cragg would also be removed as a signatory from the following bank accounts:

- Co-operative current account
- Unity Trust (current account and savings account)
- Metro current account

Copies of the notice of casual vacancy had been posted on the Parish Council's website and noticeboards. The Borough Council will advise the Parish Council whether or not ten-electors have requested a bye-election on 10 October 2024. If a bye-election is not called, the Parish Council will be free to co-opt a new member.

**2024-291 - Welcome to the Mayor of Guildford - Cllr Sallie Barker MBE**

The Chairman welcome the Mayor, Cllr Sallie Barker MBE to the meeting. The Mayor thanked the Parish Council for its invitation.

**2024-293 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40**

Cllr G Adam, Cllr D Bird, Cllr M Fance, Cllr B McShee, and Cllr T Wright had given their apologies and reason for absence. The reasons for absence were approved by the Members.

County Councillor Keith Witham had also given his apologies for the meeting.

**2024-294 - Public Participation**

None.

**2024-295 - Declaration of Non-pecuniary Interests**

No declarations were made.

**2024-296 - 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.

**2024-297 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

**2024-298 - Amendments to the Register of Interests**

No declarations were made.

**2024-299 - Declaration of gifts or hospitality over £50**

No declarations were made.

**2024-300 - Borough Councillor's report**

Cllr B Akhtar gave the following report:

1. **Condolences – Cllr P Cragg** - please accept our condolences on the passing of Cllr P Cragg, and please do pass on our sympathies to his family.
2. **Ian Doyle, Joint Strategic Director for Transformation and Governance** - Ian left Guildford and Waverley Councils on 13 September 2024 to pursue new challenges.
3. **Wood Street Knoll (SANG)** - I have been advised that negotiations are in the final stages. The draft Section 106 Agreement has been sent to the client. It shouldn't take too much longer.
4. **Harry's Meadow – Bridge to the allotment site from Harry's Meadow** – I have asked questions at Guildford Borough Council and hope to get more detailed information shortly.

The Chairman thanked Cllr Bill Akhtar for his report.

**2024-301 - County Councillor's report**

Cllr K Witham's September 2024 had been circulated to all Members via email in advance of the meeting.

Cllr Witham's report covered the following topics:

- Surrey County Council customer services - Contact Centre
- Information about Blue Badges
- Yvonne Arnaud Theatre, start of the redevelopment
- The Basingstoke Canal - a local gem
- Tackling road works disruption caused by utility companies
- New local bus services
- Another reminder for local groups and organisations - grants available from Surrey County Council.

#### **2024-302 - Minutes of the previous meetings:**

It was proposed by Cllr N Crampin, seconded by Cllr B Nagle, and unanimously **RESOLVED** that the minutes of the Full Council Meeting held 8 August 2024 be approved and signed by the Chairman as a true record.

It was proposed by Cllr M Price, seconded by Cllr N Crampin, and unanimously **RESOLVED** that the minutes of the Staffing Committee Meeting held 19 August 2024 be approved and signed by the Chairman as a true record.

It was proposed by Cllr J Snowball, seconded by Cllr B Ahier, and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee Meeting held 29 August 2024 be approved and signed by the Chairman as a true record.

#### **2024-303 - Planning Applications for consideration:**

Cllr N Mitchell presented the planning applications for consideration to the meeting.

**2024-289 - Planning Application No: [24/P/01240](#) and [11/P/01155](#) - Pavilion, Backside Common, Wood Street Village, GU3 3EZ** - Variation of Condition 4 (hours of operation) of planning permission 11/P/01155 approved 07/09/11 to amend the operating hours from 08.00 - 15.00 at present to 08.00 - 17.30 - Monday - Friday excluding public holidays.

It was **RESOLVED**: that the Parish Council support this application, in principle, although some concern was expressed about the suitability of the current lighting arrangements during the winter months. The Clerk stated that Wood Street Village is an unlit village and, therefore, the provision of additional lighting is not something that would be locally supported.

**Planning Application No: [24/P/01241](#) - 1 Douglas Close, Jacobs Well, Guildford, GU4 7PB** - Erection of new detached garage.

It was **RESOLVED**: the Parish Council express concern that the elevation plans submitted in support of this planning application do not reflect planning permission 24/P/00700. No. 1 Douglas Close is currently being remodelled, as per approved planning application no: 24/P/00700. Additionally, there are large existing sheds in the garden which have been omitted from the submitted plans.

The Parish Council objects to the proposed large garage, which would sit forward of the building line, within a very small plot, close to the junction of Douglas Close and Jacobs Well Road where sight lines (when leaving the close) are already poor due to a bend in Jacobs Well Road.

**Planning Application No: [24/P/00441](#) - Land west of Blackwell Farm, Hogs Back, Guildford, GU3** - The installation of a 12.21 MWp solar facility comprising ground mounted infrastructure including inverters, transformers, a GRP switchgear enclosure, fencing, infrared cameras, motion detection system, underground cable connections, export cable, access works including new tracks, landscape planting and other ancillary development. (Amended and additional details submitted on 23.08.2024 for very special circumstances,

alternatives, national/local energy strategies, case law, landscaping impacts, food security, ecology/ biodiversity, tree/woodland protection, highways, utility services, landscape planting, solar array layout, drilling locations, interpretation boards).

- It was **RESOLVED**: that the Parish Council fully supports the proposed extension of the Hogs Back National Landscape (AONB Boundary Review). Whilst the Parish Council does not object to a solar farm, in principle, it does object to this specific site for the reasons previously stated, being:
- Loss of Grade II arable farmland (see DEFRA’s magic map) to confirm the land designation.
- As part of the Surrey Hills AONB Boundary Review undertaken by DEFRA in 2023, it was acknowledged that the area north of the Hog’s Back does meet the natural beauty criterion, however, land allocated for development has to be excluded (i.e. The Blackwell Farm Strategic Site). The proposal to install solar panels, would therefore preclude the National Landscape (previously AONB) designation being extended to cover these fields, as proposed within map [reference Fig.14 – Hogs Back – Surrey Hills AONB Boundary Variation Project Statutory Consultation 2023](#).
- The impact on the openness of the Green Belt.
- The impact of the proposed maintenance track on use of the existing public right of way network.
- The potential impact on views into and out of the AONB/AGLV.
- How the enforcement of increased biodiversity will take place, as it was not clear from the submitted documents.
- Impact on the existing Red List bird species.
- Whether there will be any impact on the Victorian well, which is located in the vicinity.
- The Parish Council considers the scheme could have been more sympathetically designed with greater use of brownfield land within the University’s existing land holding.

Should the borough council be mindful to approve this application, the Parish Council wished to request the following conditions be applied:

1. The fencing, gates, posts and solar panel leg supports should be powder coated in dark green (RAL 6009) to minimise the visual impact of the solar farm.
2. The inverter units should be either screened or painted dark green (RAL 6009) to minimise visibility.
3. Provision of three Environmental Management Plans for the following elements of the project:
  - i. During the period of the construction
  - ii. During the operational duration of the facility
  - iii. The decommissioning phase
4. Provision of a Traffic Management Plan.
5. During the construction phase, a Banksman and gates would be required to ensure the safety of all users of the Right of Way network.
6. That the haul track for maintenance vehicles be reduced to a minimal width once the construction phase has been completed.

[The borough councillors left the meeting at 20:10.](#)

**Planning Application No: [24/P/01099](#) - 23 Stringers Avenue, Jacobs Well, Guildford, GU4 7NW** – Single storey rear extension.

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

**Planning Application No: [24/P/01298](#) - 54 Liddington New Road, Guildford, GU3 3AH** - Placement of an air source heat pump to side elevation.

It was **RESOLVED**: it was agreed that the Parish Council comment as follows:

The plans do not meet the minimal special requirements for an air source heat pump which would result in an insufficient air flow.

**2024-290 - Planning Appeals – for information only**

**2024-291 - Planning Appeal Ref: [APP/Y3615/W/24/3347519](#) - 23/P/01735 - Jacobs Well Village Hall, Jacobs Well Road, Jacobs Well** - Partial change of use of existing car park to water filling station including retention of existing structure (retrospective application).

**2024-292 - Planning Appeal Ref: - [APP/Y3615/W/24/3347721](#) - 22/P/01757 - Gravetts Lane Stables, Tangley Lane, Worplesdon, Guildford, GU3 3JY** - Demolition and replacement of Gravetts Lane Stables with nine residential units with associated parking and amenity space.

**2024-293 - 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 J Snowball, seconded by Cllr S Ellahi, and unanimously **RESOLVED** that payments to the value of £18,787.68 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

**Table 1: Proposed list of payments 19 September 2024**

Code	Date	Description	Supplier	Net	VAT	Total
Donations	29/08/2024	Donation 2024/2025	Citizens Advice Bureau	175.00	0.00	175.00
Parish Office	29/08/2024	Annual monitoring and maintenance of intruder alarm 01.05.23-30.04.24	Surrey Security Systems Ltd	400.00	80.00	480.00
Land Management	28/08/2024	Materials	Tesco	14.90	0.00	14.90
Revenue Costs Works Vehicle	29/08/2024	Fuel for works van	Waitrose Shell	40.53	8.11	48.64
IT budget	30/08/2024	BT Business Mobile Broadband	BT PLC	18.51	3.70	22.21
Parish Newsletter	02/09/2024	Outdoor Leaflet Holder 1/3 A4 (DL) x10	Wrights Plastics GPX	121.65	24.33	145.98
Land Management	02/09/2024	Materials	B&Q	24.17	4.83	29.00
Community Car Park	02/09/2024	Business rates - Community Car Park	Guildford Borough Council	101.00	0.00	101.00
Parish Office	02/09/2024	Business rates - Parish Office	Guildford Borough Council	968.00	0.00	968.00
Revenue Costs Works Vehicle	02/09/2024	Service plan - 8th instalment of 45	PlanMyService LLP	48.38	9.68	58.06
Revenue Costs Works Vehicle	02/09/2024	MOT Service plan - 8th instalment of 45	PlanMyService LLP	3.78	0.00	3.78
Christmas trees/lights WS, Perry Hill	04/09/2024	Provision of new electrical cables to trees	JDS Decorations Ltd	4,425.00	885.00	5,310.00
Christmas trees/lights WS, Perry Hill	04/09/2024	SCC Legal fees - Licence for alterations Perry Hill Green	Wellers Law Group LLP	500.00	0.00	500.00
Establishment Charges	04/09/2024	SALC Conference 2024	Surrey ALC Ltd	150.00	30.00	180.00
Donations	04/09/2024	Grant for HEMS	Kent, Surrey & Sussex Air Ambulance	350.00	0.00	350.00
Land Management	04/09/2024	Hire of storage container MW - August 2024	Activate Learning	81.00	0.00	81.00
Establishment Charges	05/09/2024	Office supplies	Sainsburys	32.76	0.00	32.76
IT budget	09/09/2024	External back-up - September 2024	RISC IT	42.00	8.40	50.40
Donations	10/09/2024	Poppy wreaths	Royal British Legion	119.95	0.00	119.95

Code	Date	Description	Supplier	Net	VAT	Total
Land Management	12/09/2024	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	32.78	6.56	39.34
Parish Office	12/09/2024	Rent Unit 2 Saxton - 29.09.24 -15.12.24	TL Fund	5,769.87	1,153.97	6,923.84
Parish Office	12/09/2024	Rent Unit 2 Saxton - 16.12.24 - 24.12.24	TL Fund	690.41	138.08	828.49
Parish Office	12/09/2024	Quarterly service charge 01.07.24 - 30.09.24	TL Fund	177.08	35.42	212.50
Land Management	12/09/2024	Materials	Selco Builders Warehouse	8.37	1.67	10.04
Harry's Meadow Biodiversity Improvements	17/09/2024	8kg Yellow Rattle for Harry's Meadow	Habitat Aid Ltd	1,410.00	282.00	1,692.00
IT budget	16/09/2024	OnePhone - phone charges - including mobile data	BT PLC	213.12	42.62	255.74
Christmas trees/lights WS, Perry Hill	16/09/2024	Electricity supply Perry Hill Green	Octopus Energy Limited	139.63	6.98	146.61
Christmas trees/lights WS, Perry Hill	16/09/2024	Electricity supply Perry Hill Green	Octopus Energy Limited	-5.82	-1.19	-7.01
Parish Office	18/09/2024	Water and sewerage charge - Unit 2 Saxton - 01.08.24 - 31.08.24	Castle Water	15.45	0.00	15.45
<b>Total</b>				<b>16,067.52</b>	<b>2,720.16</b>	<b>18,787.68</b>

**b) Bank reconciliations for July and August 2024**

The Finance Officer (FO) had prepared the bank reconciliations for July and August 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 M Price, seconded by Cllr C Riley, and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendices 1 and 2 – July and August 2024 Bank Reconciliations

**c) Monthly budget reports for July and August 2024**

The FO had prepared the budget reports for June 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 N Crampin, seconded by Cllr S Ellahi, 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, & 8 – July and August 2024: Summary Budget Report, Net Position Report, and Earmarked Reserves Report.

Cllr J Snowball also requested copies of the budget forecast reports, in addition to the above reports. No other councillors wished to receive the budget forecast reports.

**d) Quarterly financial check undertaken by Cllr M Price 4 September 2024**

Cllr M Price gave the following verbal report:

I would like to thank the Finance Officer for providing me with all the paperwork to enable me to undertake the quarterly financial check. All of the bank statements agree to the bank reconciliations and the payment lists agree to the bank statements.

Between July and August, £4,200 was transferred from the Skipton account to bring the total value to £85,000 (the upper Financial Services Compensation Scheme (FSCS) protection limit).

The Clerk advised that the 2<sup>nd</sup> instalment of the precept has now been received and further transfers scheduled to ensure that only the co-operative current account holds more than £85,000 as this is the account used for the majority of transactions, and the monies will be below the FSCS threshold by the end of October.

The Chairman thanked Cllr M Price for undertaking the financial review and for his report.

It was proposed by Cllr J Snowball, seconded by Cllr B Nagle and unanimously **RESOLVED** that Cllr M Price's report be approved.

**e) Provision of four parking spaces in the Recreation Ground, Jacobs Well**

Section 38 (Commons Act 2006) consent for the construction of four parking spaces has been granted by the Planning Inspectorate.

Three quotations have been obtained, the details of which were presented to the Members at the meeting. Minimum cost £21,682 & VAT - maximum cost £36,200 & VAT.

Following discussion, it was proposed by Cllr N Mitchell, seconded by Cllr J Snowball and unanimously **RESOLVED** that T J Hunt (Contracting) Ltd.'s quotation be accepted (cost £21,682 & VAT) **as their quotation represented the best value for money.** As additional recycled plastic posts will also need to be purchased, a maximum budget of £24,000 excluding VAT was approved.

*Power to spend: Road Traffic Regulation Act 1984, s.57(1)(b)*

The Assistant Clerk advised that once laid, the newly constructed track must not be driven on for three weeks.

Cllr M Price advised that motorists are still parking in the turning area despite the notices.

**Action:** Cllr M Price to inform the residents of the bungalows in White House Lane that they must use the alternative access via Woking Road for the three-week prohibited use period.

**f) Virement**

It was proposed by Cllr B Ahier, seconded by Cllr N Crampin and unanimously **RESOLVED** that as the tree surgery budget will be exceeded for the financial year, £2,500 be vired from code 79 (Heritage Trail) to code 18 (Tree Surgery).

**g) Letter of Engagement - Mulberry & Co Ltd**

The Letter of Engagement had been circulated to all Members via email in advance of the meeting. It was proposed by Cllr B Nagle, seconded by Cllr S Ellahi and unanimously **RESOLVED** that the Letter of Engagement be approved and signed off electronically by the Clerk.

*Power to spend: LGA 1972 s111*

**h) Notice of Conclusion of Audit**

An unqualified audit had been received from PKF Littlejohn LLP. The Notice of Conclusion of Audit and Sections 1 to 3 of the Annual Governance and Accountability Return (AGAR) were posted on the noticeboards and website on 14 August 2024, in accordance with the Accounts and Audit Regulations.

It was proposed by Cllr M Price, seconded by Cllr N Crampin and unanimously **RESOLVED** that the External Audit report be approved.

i) **Provision of a GRP kiosk and first phase power supply to facilitate the illumination of the Christmas tree on Pitch Place Green and to enable events to take place on this Green should there be sufficient local support** - this is a tripartite project between UK Power Networks Ltd, Scottish Power and JDS Decorations Ltd.

- Quotation received from UK Power Networks Ltd to supply a first phase power supply to Pitch Place Green - Total cost £2,016.00 & VAT.
- Quotation received from Scottish Power for the provision of a new meter - £0 [Zero].
- Quotation received for the purchase of a GRP kiosk - £770 & VAT.
- Quotation received from JDS Decorations Ltd for the provision of a bay onto which a GRP kiosk will need to be sited, ditching and provision of steel armoured cable to the Christmas tree - Cost £1,485 & VAT.

Following discussion, it was proposed by Cllr N Mitchell, seconded by Cllr B Nagle and unanimously **RESOLVED** that:

1. The costs of providing power to Pitch Place Green (as has already been provided at Perry Hill Green and Wood Street Village Green) be approved – Total cost £4,271 & VAT
2. That the Parish Council would apply for Your Fund Surrey (YFS) funding in the first instance and that, should the funding application be refused for any reason, sponsorship would be sought towards the cost of this capital expenditure.

*Power to spend: General Power of Competence 2011*

#### **2024-294 - Armistice Day**

The Clerk enquired whether the Parish Council wished to continue holding commemorative events on Armistice Day (11 November) annually, or whether, to enable a greater number of members of the public to attend, the Parish Council would like to hold future commemorative events on Remembrance Sunday.

The Members considered the pros and cons of changing the date of the commemorative event but concluded that whilst it may encourage more residents to attend, it would result in conflict with a number of other local events that are held on Remembrance Sunday (local church services and Guildford Borough Council's commemorative event).

It was, therefore, proposed by Cllr N Mitchell, seconded by Cllr B Ahier and unanimously **RESOLVED** that Parish Council's commemorative event would continue to be held on Armistice Day (with or without a musician(s)) and that wreaths would continue to be laid by the Parish Council at the following locations annually:

1. St Alban's war memorial
2. St Mary's Church, Worplesdon (Remembrance Sunday)
3. The war memorial on Merrist Wood Golf Club
4. The war memorial at the junction of Queenhythe Road and Clay Lane
5. Commemorative seat – Harry's Meadow

*Power to spend: General Power of Competence 2011*

#### **2024-295 - Hester's Yard, Wood Street Village**

The Chairman had drafted a suggested speech for delivery at the Public Inquiry, which had been submitted to Steve Tilbury for his consideration. The officers had also carried out additional research, which was read to the meeting. It was agreed that the additional research should also be forwarded to Steve Tilbury and that he be appointed to draft up a speech for delivery at the Public Inquiry by a representative of the Parish Council.



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It was proposed by Cllr B Nagle, seconded by Cllr S Ellahi and unanimously **RESOLVED** that the planning consultant's fee of £250 be approved.

*Power to spend: LGA 1972 s111*

#### **2024-296 - National Planning Policy Framework (NPPF 2024) Consultation**

The Clerk had prepared a précis of the NPPF, which had been circulated to the Members in advance of the meeting. The Clerk's recommendation was to make no comment.

Following discussion, it was proposed by Cllr B Nagle, seconded by Cllr N Crampin and unanimously **RESOLVED** that the Clerk's recommendation be approved.

#### **2024-297 - Clerk's Report**

##### **a) Replacement bridge bottom of Harry's Meadow**

Surrey County Council Rights of Way Team has initially advised that their volunteers would replace this bridge with an 'H' bridge as soon as practicable and that there will be no cost to the Parish Council. Subsequent communications indicate the anticipated designated path over Harry's Meadow has not been legally confirmed. This matter to be followed up by the Clerk as soon as practicable.

##### **b) Meadow enhancement - Harry's Meadow, Jacobs Well**

A formal agreement has been signed between Surrey Wildlife Trust and Worplesdon Parish Council securing funds of up to £2,000 towards the meadow enhancement project. A report to be provided to Surrey Wildlife Trust by 31 December 2024 to outline how the monies have been spent by the Parish Council. A cut and collect had been carried out on 19 September. The harrowing to take place on 20 September. The yellow rattle seed to be laid as soon as weather conditions permit.

#### **2024-299 - Items for inclusion on future agendas**

No suggestions were proposed.

#### **2024-300 - Date of next meeting – Full Council Meeting Thursday 10 October 2024 - 19:30.**

Meeting closed 21:32

Signed:

Chairman of the Council

Date: 31 October 2024