



Unit 2 Saxton  
Parklands  
Railton Road  
Guildford  
Surrey GU2 9JX

Tel: 01483 300094  
Email: [clerk@worplesdon-pc.gov.uk](mailto:clerk@worplesdon-pc.gov.uk)

## NOTICE OF MEETING

Thursday 5 December 2024

**To: All members of the Council**

You are hereby summoned to attend the **Full Council Meeting** of Worplesdon Parish Council to be held in **the Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX** on **Thursday 12 December 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. To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40.**
- 2. 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.**
- 3. Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct.**
- 4. 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).**
- 5. To receive and consider written requests for new DPI dispensations, if any.**
- 6. Amendments to the Register of Interests.**
- 7. Declaration of gifts or hospitality over £50.**

8. **Borough Councillor's report (5 mins).**
9. **County Councillor's report (5 mins).**
10. **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 – 31 October 2024
- Extra-ordinary Meeting – 12 November 2024
- Staffing Committee – 21 November 2024
- Planning/General Purposes and Finance Committee Meeting – 21 November 2024

11. **Planning Applications for consideration:**

**Planning Application No: [24/P/01648](#) - Willow Grange, Woking Road, Guildford, GU4 7QS** - Listed Building Consent for repairs to garden retain wall to include strengthening buttresses, crack stitching and repointing in lime mortar.

**Planning Application No: [24/P/01666](#) - 1 Douglas Close, Jacobs Well, Guildford, GU4 7PB** - Erection of a detached garage.

**Planning Application No: [24/P/01693](#) - 16 Lyons Drive, Guildford, GU2 9YP** - Erection of a second storey side extension, conversion of garage into habitable space and changes to fenestration, following demolition of existing rear conservatory.

**Planning Application No: [24/P/01697](#) - Greenacres, Perry Hill, Worplesdon, Guildford, GU3 3RB** - Erection of a two-storey side extension and extension to existing rear patio following the demolition of existing garage.

**Planning Application No: [24/P/01705](#) and [23/P/02114](#) - 3 Hilltop Close, Guildford, GU3 3HR** - Application under Section 73 to vary condition 2 (Approved Drawings) for the proposed rear conservatory following demolition of existing, of planning permission Ref: 23/P/02114 approved 06/06/2024. Planning application to be updated to the latest drawing revision ref; SC/23/163/201 Rev. F which includes the 300mm height increase of the ceiling and overall roof height, the decreased height of the lantern by 150mm and the change of side entrance doors from double to single.

12. **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 October and November 2024** - To approve the bank reconciliations for October and November 2024.
- c) **Monthly budget reports for October and November 2024** - To approve the monthly budget reports for October and November 2024.
- d) **Budget and Precept [Band D Rating] for the financial year 2025/2026** - To consider/approve the budget (subject to the Government's Finance Settlement having been announced).
- e) **Council Tax flyer for 2025/2026** - To approve the draft flyer – URL link to be issued with the Council Tax bills for 2025/2026 (with Guildford Borough Council's consent).
- f) **Tender for Christmas Illuminations Contract 2025-2028** - To approve the closed tender document and specification.
- g) **Tender for Grass Cutting Contract 2025-2028** - To approve the closed tender document and specification.
- h) **Interim Internal Audit Report** - To receive and approve the Interim Internal Audit Report.
- i) **Quarterly financial check - 4 December 2024** - To receive and approve Cllr M Price's report.

13. **Land Management/H&S Report** - To receive and approve the Land Management/H&S Report.

14. **Risk Assessment – WSVVA - Saturday 14 December 2024 - Christmas Carol event** - To retrospectively approve the risk assessment provided by the WSVVA.
15. **Street lighting, Keens Lane** - A number of street light columns have been installed via a S278 condition secured by Surrey County Council from Taylor Wimpey but with no maintenance agreement. To consider writing to Surrey County Council asking how then intend to ensure the safety of the public and all road users on Keens Lane and associated roads when the assets are owned by a third party?
16. **Surrey Half Marathon - Sunday 16 March 2025 - Race time 9am - finish time 1pm** - The organisers would actively like to support any local causes with charity places and welcome any local causes to get in touch and receive free charity spots for the run.
17. **Waste Crime Charges Consultation [Environment Agency charge proposals for waste crime and hourly rates - GOV.UK](#) - Deadline for responses 20 January 2025** - To consider the Parish Council's response, if any.
18. **Surrey County Council - [Rights of Way Improvement Plan](#) - Public consultation - Deadline for comment 9 February 2025** - To consider the Parish Council's response, if any.
19. **St Mary's Worpleston, Carol Concert - Sunday 22 December 2024 - 5pm** - All members are welcome to attend.
20. **Quarterly playground inspection** - To receive and approve the quarterly playground inspection report.
21. **Annual playground inspection** - To receive and approve the annual playground inspection report.
22. **King's Royal Garden Parties 2025 - Nomination for the Surrey Association of Local Councils (SALC) guest ticket** - Nominees should recognise excellent contributions to the Parish and Town Council Sector in Surrey and should not have previously attended a Garden Party.
24. **Replacement logs - junction of The Avenue and Worpleston Road - Your Community Councillor Fund application** - To receive an update from the Clerk.
25. **Substitution of a Committee member on the Planning/General Purposes and Finance Committee** - To approve Cllr N Crampin's appointment to the Committee following the passing of Dr P Cragg.
26. **For information only - Hesters Yard – Public Inquiry decision** - Appeal dismissed.
27. **Clerk's Report**
  - a) **Montague Place - The following concerns have been raised with Guildford Borough Council and Taylor Wimpey** (i) Six dead trees - these have been replaced by the developer (18/P/01014) (ii) Lack of a litter bin in the play area.
  - b) **Christmas illuminations** - JDS Decorations Ltd have erected the Christmas trees at Wood Street Village Green and St Mary's Worpleston, have illuminated the avenue of trees at Perry Hill Green and have also provided, free of charge, tree cones at the Fairlands Community Centre and at Jacobs Well Village Hall.
  - c) **Parking spaces - Jacobs Well Recreation Ground** - It is anticipated the new parking spaces will be available for use by the end of 2024.
  - d) **Quotations for ditch clearance Frog Grove Lane** - Three quotations are being sought to clear out the ditch between the track leading to Russell Place Farm and the SANG car park, as well as to ensure the culvert beneath the track leading to the Cricket Club is clear.
28. **Chairman's Report.**
29. **Items for inclusion on future agendas** - To receive any suggestions from members.

**Pursuant to the Admission to Meetings Act 1960 Section 1(2)a in view of the confidential nature of the following business members of the public and press are to be excluded from the meeting.**

- 30. Permanent appointment of the Groundsman on a part-time basis - To receive and consider the Staffing Committee's recommendation to appoint the Groundsman on a permanent part-time basis.**
- 31. Date of the next Full Council Meeting Thursday 16 January 2025 - 19:30.**