



**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 12 December 2024**

**2024-370 - Present**

**Councillors:**

Cllr G Adam, Cllr B Ahier, Cllr D Bird, Cllr N Crampin, Cllr B McShee, Cllr N Mitchell (Chairman), Cllr M Price, and Cllr T Wright.

**Officers of the Council:**

Mrs G White - Clerk to the Council

**Members of the public:**

No members of the public were present.

**2024-371 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40**

Cllr S Ellahi, Cllr M Fance, Cllr B Nagle, Cllr C Riley, Cllr J Snowball had given their apologies and reason for absence. The reasons for absence was approved by the Members.

Borough Councillors Bilal Akthar, Honor Brooker, and Philip Brooker, as well as County Councillor Keith Witham had given their apologies for the meeting.

The Assistant Clerk also tendered her apologies.

**2024-372 - Public Participation**

None.

**2024-373 - Declaration of Non-pecuniary Interests**

Cllr B McShee, Cllr N Crampin and Cllr T Wright each declared a non-pecuniary interest relating to item 14 on the agenda – Application to hold Christmas Carols on Wood Street Village Green on 14 December 2024.

- Cllr B McShee – Member of the WSVA
- Cllr N Crampin – Member of the WSVA
- Cllr T Wright – Member of the WSVA

**2024-374 - 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.

**2024-375 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

**2024-376 - Amendments to the Register of Interests**

No declarations were made.

**2024-377 - Declaration of gifts or hospitality over £50**

No declarations were made.

**2024-378 - Borough Councillor's report**

No report had been provided, however, the Members did wish to raise the following queries with the Borough Councillors:

**Beryl Bikes**

1. What data collection will there be regarding complaints and reporting of abandoned bikes?
2. Is data to be made publicly available regarding the success or otherwise of the scheme?
3. The depositing of bikes on pavements, even in designated bays represents a serious hazard to visually impaired residents and prevents others from legitimately hiring them. What consideration was given to the issue of abandoned bikes before the scheme was progressed?

**Bannisters Field (outside the Parish)**

1. The field has been left in an awful state following the circus. When will remedial repairs be carried out?

**2024-379 - County Councillor's report**

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

Cllr Witham's reports covered the following topics:

- Projects funded by Surrey County Council's "Your Fund Surrey"
- Warm Hubs - helping people keep warm
- The "Countryside Matters" newsletter
- Rights of Way survey
- SCC's Budget consultation for 2025
- Surrey's Adult Social Care services rated as Good
- Reminder - Flooding advice and contacts
- Your local Guildford Borough Councillors

**2024-380 - Minutes of the previous meetings:**

It was proposed by Cllr D Bird, seconded by Cllr N Crampin, and unanimously **RESOLVED** that the minutes of the Full Council Meeting held 31 October 2024 be approved and signed by the Chairman as a true record.

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It was proposed by Cllr G Adam, seconded by Cllr M Price, and unanimously **RESOLVED** that the minutes of the Extra-ordinary Meeting held 12 November 2024 be approved and signed by the Chairman as a true record.

It was proposed by Cllr G Adam, seconded by Cllr N Crampin, and unanimously **RESOLVED** that the minutes of the Staffing Committee Meeting held 21 November 2024 be approved and signed by the Chairman as a true record.

It was proposed by Cllr B Ahier, seconded by Cllr T Wright, and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee Meeting held 21 November 2024 be approved and signed by the Chairman as a true record.

#### **2024-381 - Planning Applications for consideration:**

Cllr G Adam presented the planning applications for consideration to the meeting.

**2024-382 - 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.

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

**2024-383 - Planning Application No: 24/P/01666 - 1 Douglas Close, Jacobs Well, Guildford, GU4 7PB -** Erection of a detached garage.

It was **RESOLVED**: that the Parish Council highlight the wrong plans have been submitted with this planning application. The bungalow has now been redeveloped in accordance with planning application 24/P/01241.

**2024-384 - 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.

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

- a) No mention has been made regarding tree protection zones, despite this property being situated next to a number of mature trees located on Stringer's Common.
- b) No bat survey appears to have been submitted with the application.
- c) Due to the site locality, a Construction Management Plan should be conditioned, if the Borough Council is mindful to approve the application.
- d) All previous conditions to be maintained.

**2024-385 - 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.

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

- a) The proposed extension is extremely bulky and very close to the boundary with Laurel Lodge, which will result in a loss of light to Laurel Lodge contrary to planning policies H4 1 (a, b, and c).

- b) This property is located within the Green Belt, but no very special circumstances have been put forward to justify such a large extension, which represents an increase of 83% on the original property, contrary to planning policy P2 (1).
- c) The increased hard standing has a potential to increase surface water flooding in an area 273m from a Flood Zone 3 location.
- d) The application claims that the property is not near a heritage asset. Greenacres is, however, located 350m from St Mary’s Church, Worplesdon – which is a Grade 1 listed building, is 250m from the Thames Basin Heath Biodiversity Opportunity Area, and 260m from the Perry Hill Conservation Area.
- e) Only one of the bat surveys was carried out when weather conditions were favourable.
- f) The submitted documentation indicates that the garage would encroach onto the beech tree root protection zones.
- g) S106 Agreements should be required for SAMM and SANG given the proximity of this property to Whitmoor Common, SPA, SSSI, LNR, BOA in accordance with planning policy P5 (2) (b).

**2024-386 - 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.

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

**2024-387 - 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 B McShee, and unanimously **RESOLVED** that payments to the value of £34,879.72 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

**Table 1: Proposed list of payments 12 December 2024**

Code	Date	Description	Supplier	Net	VAT	Total
Land Management	20/11/2024	Materials	T.L.C. (Southern) Ltd	5.48	1.10	6.58
M'nance Bus Shelters/Seats Etc.	21/11/2024	Interpretation panel for Roman Farm Road	Guildford Signs	166.00	33.20	199.20
Audit Fees	27/11/2024	Internal audit 2024-25	Mulberry Local Authority Services Limited	238.75	47.75	286.50
Tree Surgery	21/11/2024	Pitch Place Green - Tree Works	Dave Ford Tree Care	1,000.00	200.00	1,200.00
Establishment Charges	22/11/2024	Hi Vis Pilbara Backpack	Sport Pursuit	-36.65	-7.33	-43.98
Training	22/11/2024	Effective Feedback Training - GW - REFUND	SLCC Enterprises Ltd	-30.00	-6.00	-36.00
Establishment Charges	24/11/2024	Office materials	Sainsburys	4.50	0.00	4.50
IT budget	25/11/2024	Halo for business 1 - ultrafast 2 & value line	BT PLC	66.30	13.26	79.56
Staff Costs	26/11/2024	Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's	Staff Costs	18,591.97	0.00	18,591.97
Staff mileage	26/11/2024	Mileage	Mr A Connor	40.50	0.00	40.50
Staff mileage	26/11/2024	Mileage	Mrs V C Fear	46.80	0.00	46.80
Staff mileage	26/11/2024	Mileage	Mrs G F White	49.73	0.00	49.73
Revenue Costs Works Vehicle	26/11/2024	Fuel for works van	Waitrose Shell	44.05	8.81	52.86

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Code	Date	Description	Supplier	Net	VAT	Total
Land Management	26/11/2024	Materials	Selco Builders Warehouse	4.15	0.83	4.98
Establishment Charges	27/11/2024	Title register and title plan	Gov.uk	6.00	0.00	6.00
Playground Repairs	27/11/2024	Quarterly playground inspections	MJR Services	225.00	0.00	225.00
Tree Surgery	28/11/2024	Wood Street Village Green - Tree Works	Dave Ford Tree Care	300.00	60.00	360.00
Tree Surgery	28/11/2024	Wood Street Green - Tree Works	Dave Ford Tree Care	1,640.00	328.00	1,968.00
Establishment Charges	28/11/2024	SLCC Membership GW 01/01/2025-31/12/2025	SLCC	415.00	0.00	415.00
Bank Interest/Charges	30/11/2024	Bank charges	Unity Trust Bank	6.00	0.00	6.00
Revenue Costs Works Vehicle	02/12/2024	Service plan - 11th instalment of 45	PlanMyService LLP	27.08	5.42	32.50
Revenue Costs Works Vehicle	02/12/2024	MOT Service plan - 11th instalment of 45	PlanMyService LLP	3.78	0.00	3.78
IT budget	02/12/2024	BT Business Mobile Broadband	BT PLC	18.51	3.70	22.21
Community Car Park	02/12/2024	Business rates - Community Car Park	Guildford Borough Council	101.00	0.00	101.00
Parish Office	02/12/2024	Business rates - Parish Office	Guildford Borough Council	968.00	0.00	968.00
Land Management	02/12/2024	Materials	Screwfix	13.20	2.64	15.84
Establishment Charges	02/12/2024	Printer paper	Triton Media Ltd	24.98	5.00	29.98
Establishment Charges	02/12/2024	Office supplies	Sainsburys	8.93	0.00	8.93
Chairman's Allowance	02/12/2024	Civic event	Majestic Wine	51.19	10.24	61.43
Establishment Charges	02/12/2024	Office supplies	Argos Ltd	10.00	2.00	12.00
Playground Repairs	04/12/2024	Play area sign	Guildford Signs	40.00	8.00	48.00
Maintenance of car park	04/12/2024	Car Park signage	Guildford Signs	210.00	42.00	252.00
Playground Repairs	04/12/2024	Annual playground inspections	The Play Inspection Company	451.25	90.25	541.50
Parish Office	05/12/2024	External window cleaning	Trevor Porter Window Cleaning Service	20.00	4.00	24.00
Land Management	05/12/2024	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	32.78	6.56	39.34
Parish Newsletter	05/12/2024	3,600 newsletters	Knaphill Print Co Ltd	435.00	0.00	435.00
IT budget	09/12/2024	External back-up - December 2024	RISC IT	42.00	8.40	50.40
Establishment Charges	09/12/2024	Civic event	Rokers	23.83	4.77	28.60
Establishment Charges	09/12/2024	Civic event	Rokers	2.87	0.00	2.87
IT budget	09/12/2024	Xerox Maintenance Kit	Scriptum Supplies	210.99	42.20	253.19
Establishment Charges	09/12/2024	Tv Licence	TV Licensing	169.50	0.00	169.50
Establishment Charges	11/12/2024	Supplies	Mrs G F White - Tesco	3.95	0.00	3.95
Parish Office	11/12/2024	Rent Unit 2 Saxton - 25.12.24 -24.03.25	TL Fund	6,750.00	1,350.00	8,100.00
Parish Office	11/12/2024	Quarterly service charge 01.10.24 - 31.12.24	TL Fund	177.08	35.42	212.50
<b>Total</b>				<b>32,579.50</b>	<b>2,300.22</b>	<b>34,879.72</b>

b) **Bank reconciliations for October and November 2024**

The Finance Officer (FO) had prepared the bank reconciliations for October and November 2024 in accordance with the Accounts and Audit Regulations, a copy of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr G Adam, seconded by

Cllr N Crampin, and unanimously **RESOLVED** that the bank reconciliations be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendices 1 and 2 - October and November 2024 Bank Reconciliations

c) **Monthly budget reports for October and November 2024**

The FO had prepared the budget reports for October and November 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 Price, seconded by Cllr T Wright, and unanimously **RESOLVED** that the budget reports be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendices – 3, and 4 - October and November 2024: Summary Budget Report

d) **Budget and Precept [Band D Rating] for the financial year 2025/2026**

The Chairman advised that Government's Finance Settlement had been announced and Parish and Town Councils are not being capped for the financial year 2025/2026.

As agreed, a working party meeting had been held which had run through, in great detail, how the budget is set against the assets the Parish Council has to maintain. Cllr N Mitchell explained that Local Government finance operates differently to business finance. Budgets are set top down.

The Clerk advised that for the financial year Guildford Borough Council had unexpectedly advised that it would provide a reduced grant towards the Local Council Tax Support Scheme grant (£4,424) and the Tax Base (the number of properties on which council tax is required to be paid) has increased slightly. This had had the affect of reducing both the proposed budget and the Band D Rating (Council Tax).

Following a brief discussion, it was proposed by Cllr M Price, seconded by Cllr G Adam and unanimously **RESOLVED** that the budget for the financial year 2025/2026 be set at £387,125. The Band D rating to increase to £103.34, representing an increase of £11.59 (£1.16 per month over ten months).

Council tax is collected by Guildford Borough Council of behalf of: Surrey County Council, Surrey County Council's Social Care budget, Surrey Police, Guildford Borough Council and, where applicable, Parish Councils. For the financial year 2024/2025 Worplesdon Parish Council's element of the overall council tax bill represented 4%.

e) **Council Tax flyer for 2025/2026**

The working party had suggested some minor changes to the draft flyer, which was tabled for consideration by the Full Council.

Further minor changes were proposed, following which it was proposed by Cllr D Bird, seconded by Cllr N Crampin and **RESOLVED** that a URL link would be issued to Guildford Borough Council for inclusion within the Council Tax bills for 2025/2026 (subject to Guildford Borough Council's consent). The flyer would also be added to the Parish Council's website and referenced in the March 2025 newsletter.

f) **Tender for Christmas Illuminations Contract 2025-2028**

The Clerk had drafted a tender specification, which had been forwarded to the Parish Council's solicitor for comment. The revised version had been circulated to all Members of the Council prior to the meeting.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr T Wright and unanimously **RESOLVED** that the revised document be approved and that a closed tender would be carried out.

g) **Tender for Grass Cutting Contract 2025-2028**

The Clerk had drafted a tender specification, which had been forwarded to the Parish Council's solicitor for comment. The revised specification had been circulated to all Members of the Council prior to the meeting. Maps showing the individual areas and frequency of the cuts have also been prepared.

In a bid to save funds, it was agreed that the number of cuts to be carried out on Wood Street Village Green would be reduced by four cuts – from 30 cuts per year to 26 cuts per year.

In Harry's Meadow, the meadow area would only be cut once during the year in October. The remaining area to be cut seven times per year. The paths around the meadow to also be cut seven times per year.

The frequency of cuts at all other locations to remain the same.

Following discussion, it was proposed by Cllr M Price, seconded by Cllr D Bird and unanimously **RESOLVED** that the revised tender specification be approved and that a closed tender would be carried out.

h) **Interim Internal Audit Report**

Mr Mark Mulberry of Mulberry & Co Ltd undertook the interim internal audit on 15<sup>th</sup> November 2024. A copy of the report had been circulated to all Members via email in advance of the meeting and had also been uploaded to the Parish Council's website.

A copy of the report was presented to the Council.

The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst not tested all transactions were tested, their samples where appropriate covered the entire year to date.

Mulberry's report was presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section detailed the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council. The report concluded with an opinion as to whether each assertion has been met or not at this point in the year. Some assertions are tested only at the final internal audit, and this is reflected where appropriate in the report.

Recommendations for action are shown in bold text and are summarised in the table at the end of the report.

The sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did they identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and Mr Mulberry was pleased to report that overall, the systems and procedures the Parish Council has in place are fit for purpose and indeed are a model of good practice.

It is therefore Mr Mulberry's opinion that the systems and internal procedures at Worpleston Parish Council are well established and followed.

Following discussion, it was proposed by Cllr D Bird, seconded by Cllr B McShee, and unanimously **RESOLVED** that the Interim Internal Audit Report be approved.

Interim Internal Audit Report - Appendix 5

i) **Quarterly financial check - 4 December 2024**

Cllr M Price had carried out a quarterly financial check on 4 December 2024. Cllr Price confirmed that all of the bank statements agree with the figures detailed in the Bank Reconciliation documents, and that transfers continue to be made to keep the Parish Council's accounts in line with the FSCS compensation scheme.

2 minor 'differences' were noted between the bank statements for the Co-op current account and the payment lists for the 8<sup>th</sup> of August and the 18<sup>th</sup> of October;

1. A payment of £22.80 to Normandy Garage wasn't shown on the August payment list.
2. A payment of £18.82, (the correct amount), to the Swansea Timber Company was shown as £18.80 on the October payment list.

Cllr Price was shown both invoices and verified both the amounts and payments.

Cllr Price thanked the Finance Officer for producing all of the documents that enable me to carry out the financial review.

The Chairman thanked Cllr M Price for undertaking the financial check.

It was then proposed by Cllr G Adam, seconded by Cllr B McShee, and unanimously **RESOLVED** that Cllr M Price's report be approved.

## **2024-388 - Land Management/H&S Report**

The Assistant Clerk had prepared the following report for members' consideration. A copy of the report had been emailed to all members in advance of the meeting.

### **Weekly Reports**

Worplesdon, Jacobs Well, and Fairlands play areas, the Husson Breeze, and community car park at Wood Street were checked on 31.07.24, 07.08.24, 12.08.24, 13.08.24, 20.08.24, 21.08.24, 02.09.24, 11.09.24, 17.09.24, 19.09.24, 23.09.24, 30.09.24, 07.10.24, 15.10.24, 16.10.24, 21.10.24, 28.10.24, 04.11.24, 11.11.24, 18.11.24, 20.11.24, 25.11.24, 26.11.24, 03.12.24, and 09.12.24.

### **Monthly Health and Safety Reports**

The monthly inspections were undertaken on 29.08.24, 23.09.24, 14.10.24, 15.10.24, 11.11.24 and 12.11.24.

### **Completion of works:**

The Groundstaff have, in addition to regular inspections, litter picks, and grille clearance:

- Together with the office staff, spread yellow rattle across a significant part of Harry's Meadow, Jacobs Well, following advice from Surrey Wildlife Trust.
- Trampled and trimmed vegetation which was in danger of choking the whips planted at multiple locations across the parish.
- Groundsman attended NRSWA training.
- Head Groundsman attended ROLO training, together with the Clerk and Assistant Clerk.
- Erected blue-green algae signage at Jacobs Well in August 2024.



- Continued with the schedule for repainting benches and bus shelters. Some have had to be held-over into 2025 due to poor weather conditions.
- Removed a dead fish from Wood Street Village Pond.
- Took receipt of two pumps on loan from the Environment Agency to oxygenate the pond.
- Wired up logs at Jacobs Well Recreation Ground following remedial tree works.
- Cut back vegetation at Keens Lane bridleway near Pitch Place.
- Erected a No Parking sign at Pitch Place Green.
- Repaired Wood Street Village Green following damage by a significant number of ponies and foals.
- Cut back low hanging branches at Pitch Place to allow safe grass cutting.
- Removed epicormic growth from trees at the side of Wood Street Village Green.
- Dug out a new pond at Nevins Copse.
- Repeatedly removed graffiti from the bus shelter at Broomfield/Broadacres.
- Strimmed the wildflower meadow compounds and the bonfire site at Harry's Meadow, Jacobs Well.
- Installed replacement noticeboard stays on the opening pane on a number of the noticeboards.
- Removed the loose duck sign at Wood Street Village Pond – with a view to reinstallation in Spring 2025.
- Filled in a trip hazard on Wood Street Village Green at the base of the maypole in time for the Macmillan cancer charity morning.
- Removed a variety of debris from each of the grilles following each successive rainfall event and storm (including an old tent).
- Removed the remains of the memorial bench from Wood Street Village Green which had been struck by a vehicle overnight.
- The support posts were knocked in at Jacobs Well Village Hall car park following concerns for vehicle safety.
- Removed a broken branch over Coombe Lane.
- Cleaned village signs.
- Cleared the inspection chamber on Coombe Lane.
- Removed a trip hazard at Pitch Place Green (tree stump) and made good the area.
- Made good a trip hazard adjacent to the Coronation tree at Pitch Place Green.
- Erected temporary signage at Moathouse Pond regarding the disposal of household food waste at this location.
- Observed minor damage being caused to bow top fencing at Jacobs Well Play Area by a local resident.
- Used turf to alleviate trip hazards around Wood Street Village Pond.
- Cut back a section of the hedge on White House Lane.
- Repainted the WW1 memorial bench and bin in Harry's Meadow, Jacobs Well.
- Trimmed back overgrown hedging along Jacobs Well Road.
- Erected and subsequently removed the red plastic poppies for Remembrance Day.
- Strimmed and cut back vegetation along White Hart Lane.
- Repainted white lines in Wood Street Village Community Car Park.
- Rescued a moorhen which had been caught in discarded fishing tackle at Wood Street Village Pond.
- Raked silt and leaves from the ditch along Coome Lane.
- Cleaned road signs in Jacobs Well.
- Together with the office staff laid wreaths at multiple locations across the parish on Remembrance Sunday and Armistice Day.
- Strimmed Wood Street Village Pond ditch and raked out the ditch.
- Cut back goat willow growing at Wood Street Village Pond.
- Erected the Christmas banners.

- Tied up trees with suitable tree material at Christmas Crescent, Montague Place.
- Reported a tree blocking the road at Chitty's Common and subsequently cleared it.
- Cleared a fly tip on Pound Lane following GBC's inaction.
- Fixed White House Lane nameplate which had crews sticking out.

**The Clerk has:**

- Emailed the owner responsible for dangerous trees located immediately adjacent to Jacobs Well Recreation Ground.
- Met with UK Power Networks at Pitch Place Green to discuss the feasibility of a dedicated electricity supply at this location.
- Ordered additional recycled plastic posts to be used around the new parking spaces at Jacobs Well Recreation Ground.
- Reported multiple sewage leaks at Wood Street Village Pond to Thames Water.
- Together with the office staff, cleared a large fly tip at Wood Street Village Cricket Club.
- Reported a water leak at Jacobs Well Village Hall car park to Spotless Water (subsequently determined to be a village hall leak or SCC, not Spotless Water).
- Reported the lack of a bin at Montague Place to Taylor Wimpey because it is causing littering.

**The Assistant Clerk has:**

- Arranged for the removal of a dead badger from the ditch at Jacobs Well Recreation Ground.
- Ordered a replacement bench for Wood Street Village Green to replace the one which was damaged by an unknown vehicle.
- Arranged for the work vehicle to be serviced and MOTd.
- Reported multiple fly tips across the parish.
- Reported multiple potholes across the parish.

**Contractors have:**

- Removed a tree which had fallen from Jacobs Well Recreation Ground onto a structure in the garden of a property on Queenhythe Road.
- Installed an electricity supply across Perry Hill Green for the provision of Christmas lights.
- Installed new wildflower information board signage at Harry's Meadow, Jacobs Well.
- Installed wildlife safari information board at Jacobs Well Recreation Ground.
- Installed a replacement interpretation board at Roman Farm Road.
- Installed replacement signage on the exit height barrier at Wood Street Village community Car Park.
- Undertaken repairs to the Typhoon at Worplesdon Memorial Play Area.
- Rectified the loose tree guard and leaning tree at Perry Hill Green.
- Repaired and replaced the BT OpenReach manhole cover on Wood Street Village Green.
- Returned to Jacobs Well Recreation Ground to realign the White House gate barrier which residents were finding difficult to open and close.

**Work agreed with contractors/volunteers:**

- Provision of benches, tree guards, and planters at Perry Hill Green [S106 environmental improvement] – works commenced July 2024. To be completed in December 2024.
- Provision of four car parking spaces and reinstatement of access track and bell-mouth at Jacobs Well Recreation Ground. [Works ongoing]
- Annual tree works [Completed at all public and easily accessible sites. Outstanding works at Nevins Copse due to be undertaken on 17 December 2024].

**Quotations obtained for:**

- Replacing the retaining posts at Wood Street Village Community Car Park [work to be undertaken by groundstaff].

**Quotations required for:**

- Replacement basket swing seat [to be included with the additional works required for the upgrade to Worplesdon Memorial Hall Play Area].
- Wet pour shrinkage repairs at Fairlands play area [Assistant Clerk/Groundstaff to measure up].

**Significant outstanding works:**

- HAGS multiplay unit at Jacobs Well to be re-stained (weather reliant) – part-completed.
- Damaged bench slat at Perry Hill Green requires replacement – ageing bench. [to be replaced during S106 improvements at Perry Hill Green – December 2024]
- Assistant Clerk, Head Groundsman, and Groundsman to create an inventory of items stored in the shipping container.
- Remove weeds from Wood Street Village Community Car Park.
- Edge paving at Jacobs Well Play Area.

It was then proposed by Cllr T Wright, seconded by Cllr B McShee, and unanimously **RESOLVED** that the Land Management Report be approved.

**2024-389 - Risk Assessment – WSV - Saturday 14 December 2024 - Christmas Carol event**

The Clerk advised that approval of the risk assessment would not be retrospective, as erroneously stated on the agenda.

The risk assessment had been circulated to all Members via email in advance of the meeting.

Following discussion, it was proposed by Cllr G Adam, seconded by Cllr B Ahier and **RESOLVED** that the risk assessment be approved.

A vote took place. Result of the vote: 7 in favour, Cllr N Mitchell abstained as the paperwork had not been submitted in a timely fashion, as had been requested. Motion carried.

**2024-390 - Street lighting, Keens Lane**

The Chairman advised that two streetlight columns and two illuminated restrictor notices have been installed in Keens Lane as part of the Montague Place development via a S278 Agreement. These lights are not working, however, they do not appear to have been adopted by Surrey County Council, as it is not possible to report the outages to Surrey County Council via their website. Every lamp post and illuminated street sign should have a unique reference number on it. The four new signs have not got unique reference numbers, despite them being sited on public highway land.

Following discussion, it was proposed by Cllr N Mitchell, seconded by Cllr D Bird, and unanimously **RESOLVED** that the Parish Council would write to Surrey County Council asking that these lamp posts and illuminated street signs be adopted by the County Council as a matter of urgency, in order that defects can be reported and remedial repairs undertaken in an expedient manner.

**2024-391 - Surrey Half Marathon - Sunday 16 March 2025 - Race time 9am - finish time 1pm**

The organisers advised that they 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.

**2024-392 - Waste Crime Charges Consultation [Environment Agency charge proposals for waste crime and hourly rates - GOV.UK](#) - Deadline for responses 20 January 2025**

The Clerk advised that she had not yet had time to read the consultation document. Cllr B Ahier advised that she had, but it had not been an easy document to read.

It was agreed that the Clerk would prepare a précis of the consultation document in time for the next Full Council meeting.

**2024-393 - Surrey County Council - [Rights of Way Improvement Plan](#) - Public consultation - Deadline for comment 9 February 2025**

The Clerk advised that she had not yet had time to read the consultation document. Cllr B Ahier advised that she had, and it had contained a lot of interesting data.

It was agreed that the Clerk would prepare a précis of the consultation document in time for the next Full Council meeting.

A two-minute comfort break was called at 21:20. The meeting was reconvened at 21:22.

**2024-394 - St Mary's Worplesdon, Carol Concert - Sunday 22 December 2024 - 5pm**

All members are welcome to attend the Carol Concert.

**2024-395 - Quarterly playground inspection**

On 25 November 2024 Inspector Mark Culverhouse from MJR Services inspected all five play areas within Worplesdon parish. Below is a summary of findings from all five reports:

**Fairlands Play Area**

Gates – are slow closing. Should close between 3 to 8 seconds. **(Low Risk)** [Contractor instructed to fix gate]

Junior swings – eye fixings on Tango seat are loose. **(Low Risk – Monitor)** [Groundstaff have confirmed that the fixings are installed as they are supposed to be]

Wetpour – Rubber edge is shrinking back leading to path to field. **(Low Risk – Monitor)**

**White House Lane, Jacobs Well Play Area**

HAGS Multi-play unit – Tear in scramble net cover. **(Low Risk – Monitor)**

HAGS Multi-play unit – Wooden bridge, main posts and side panels need treating. **(Low Risk – Monitor)**

Cradle seat – Main unit in good order, but tears in the toddler seat. **(Low Risk – Assistant Clerk to obtain quote for replacement swing seat)**

Tango seat – eye fixings on Tango seat are loose. **(Low Risk – Monitor)** [Groundstaff have confirmed that the fixings are installed as they are supposed to be]

Roundabout – Some shrinkage to the edge of the wetpour around the roundabout. **(Low Risk – Monitor)**

**Wood Street Green Play Seat Area**

No areas of concern – all in good order.

### **Worplesdon Play Area**

#### **Worplesdon Junior/Teen Area**

The bearing on the green whizzer is wearing. **(Medium Risk – Monitor)**

Sign now required for basketball post stating 'Do not hang from ring' [required due to change in regulations]. **(Low Risk – Monitor)** [Sign has been purchased - Groundstaff to install]

Red Billy bin cover is not secured. **(Low Risk – Groundstaff to address)**

The Typhoon is in good order, but chain sleeves are split. **(Low Risk – Monitor)**

#### **Worplesdon Toddler Area**

Double swing bay – square and triangle hard-wear pads are starting to come away from the wetpour. **(Low Risk - Monitor)**

Following discussion, it was proposed by Cllr M Price, seconded by Cllr B McShee, and **RESOLVED** that the Quarterly Playground Report be accepted and approved.

### **2024-396 - Annual playground inspection**

#### **Summary of Findings – 12 December 2024**

On 25 November 2024 Inspector Lyn Williams (RPII Annual Inspector) from the Play Inspection Company inspected all five play areas within the Worplesdon parish. This is a summary of findings from all five reports. All sites were classified as Low Risk, and the report highlighted that continued monitoring and some minor maintenance is required.

With regard to site and equipment accessibility, the sites were classed as follows:

- Generally accessible; an area accessible to most (Fairlands, Jacobs Well, Wood Street Village, Worplesdon Memorial Hall Toddler area, Worplesdon Memorial Hall MUGA and Teenage area)

Some of our play equipment (notably swing bays) was installed some years ago, and since then safety recommendations have changed, leading to certain repeated findings.

#### **Fairlands Play Area**

There is some tree debris on the surfacing – remove and maintain. The **safety surface** adjoining the edging surround has gaps opening - Monitor for any further deterioration and repair as required. The safety surface is also lifting at the edges and creating trip points – Repair perimeter of surfacing to remove trip points.

#### **Litter Bin**

There is surface corrosion/rust on the item – Consider treating the item.

#### **Swings - 1 Bay 2 Seat (Flat and Tango)**

- 1) The chain openings are in excess of the 8.6mm as recommended by BS EN 1176 - Monitor – No remedial work recommended.
- 2) The swing seat connectors are loose – Tighten to secure.

- 3) There is some wear to the shackles – Monitor for any further deterioration and replace when 40% worn.
- 4) The chain links are worn and require renewing – Replace worn chains.
- 5) There is moderate damage to the surface – Repair the damaged areas of surfacing.

#### **Swings - 1 Bay 2 Seat (Cradle)**

- 1) The chain openings are in excess of the 8.6mm as recommended by BS EN 1176 - Monitor – No remedial work recommended.
- 2) There is some notable evidence of chain wear – Monitor for any further deterioration and replace when 40% worn.
- 3) There is some wear to the shackles – Monitor for any further deterioration and replace when 40% worn.

#### **Spinning Pole**

- 1) Minor wear damage to the handgrip – Monitor and replace if required.

#### **Rock Stack (Climbing rock)**

- 1) A number of footpegs/handgrips have been removed (bolt holes capped with inserts) – consider replacing missing components, if required. [N.B. These items are not missing – it is designed so handholds/grabs can be moved around]
- 2) There is algae or moss on the surface of the equipment – Clean and treat appropriately.

#### **Swing barrier**

- 1) There is surface corrosion/rust present on the item – Consider treating/painting the item.

#### **Basketball Post [Not WPC asset. Issues to be highlighted to FLGCA]**

- 1) There is minor damage to the net – Monitor and replace if required.
- 2) The playing area is with the adjacent car park – ensure that there is an appropriate risk assessment in place and update regularly acting upon the findings.

#### **White House Lane, Jacobs Well Play Area**

There is algae, silt, or moss growth on the surfacing resulting in slippery conditions – Clean and treat appropriately.

There is algae or moss growth on the equipment – Clean and treat appropriately.

There is some tree debris on the surfacing – Remove and maintain.

There is a body of water or a water basin in close proximity to the playground. Risk assessment of this is a specialist field and outside the scope of our inspection – Contact our official water safety partner, the RLSS (Royal Life Saving Society) at [ww.rlss.org.uk](http://ww.rlss.org.uk) and/or ensure the appropriate risk assessment is in place. [Appropriate risk assessment is in place and playground fencing is in good condition]

#### **Gate – Self Closing (Yellow)**

- 1) The paint is flaking off the metalwork – Rub down and re-paint.
- 2) A number of paving slabs under and around the gate have been damaged – Replace the damaged slabs.

- 3) There are trip hazards present over the subsided concrete slabs under the gate – Remove the trip hazard. [Groundstaff to lift and relay the slabs]

#### **Gate – Double Maintenance (Silver)**

- 1) The gate has no drop bolt sleeves and/or drop bolts fitted – Provide drop bolt sleeves and/or drop bolts.
- 2) There are some openings that are less than 12mm that could trap or crush fingers – Provide a 12mm gap throughout full range of motion at both sides of the gate.

#### **Fence – Bow Top**

- 1) There is minor damage to the fence sections – Monitor for any further deterioration and repair as required.

#### **Litter bin**

- 1) The paintwork on the item has been damaged or worn exposing the metal underneath which is rusting/corroding – Treat affected areas and re-paint.

#### **HAGS See-saw**

- 1) The paintwork on the item has been damaged or worn exposing the metal underneath which is rusting/corroding – Treat affected areas and re-paint.

#### **Basket swing**

- 1) There is some wear to the shackles – Monitor for any further deterioration and replace when 40% worn.
- 2) The suspension bushes are worn or missing – Replace worn or missing bushes.
- 3) The basket bushes are showing signs of wear – Monitor for any further deterioration and replace as required.

#### **Swing bay**

- 1) The surface has subsided in some areas – Monitor for any further deterioration and repair as required.
- 2) The chain openings are in excess of 8.6mm as recommended by BS EN 1176. Chains – Monitor – No remedial work recommended.

#### **Play Panel**

- 1) Area around the panels has eroded and may become slippery – Reinststate eroded area.

#### **Activity Equipment - Multi Play (Junior)**

- 1) There are post/end caps missing from the item – Replace missing end caps. [End/post caps are not missing – none were present when the equipment was installed]
- 2) The timber stain is in poor condition – Prepare all affected parts and re-stain with appropriate preservative.
- 3) The surface has subsided in some areas – Monitor for any further deterioration and repair as required.
- 4) The chain openings are in excess of 8.6mm and do not meet the recommendations of BS EN 1176 Part 1 – monitor – No remedial work required.

### **Roundabout**

- 1) There is weed/vegetation growth on and around the surface – Remove weed/vegetation growth.
- 2) There is surface corrosion/rust on the item – Consider treating the item.
- 3) The bearing is showing signs of wear – Monitor for any further deterioration and replace as required.

### **Wood Street Green Play Seat Area**

It is recommended that information signs with emergency contact details are installed at each entrance/exit point to the playground - Provide in accordance with the recommendations set out in BS EN 1176.

### **Rocking Equipment – Husson Breeze Three Way Springer**

- 1) The area adjacent to the equipment is waterlogged (recent heavy rain) – Monitor and provide additional drainage, if required.
- 2) There is algae, silt or moss growth on the surface resulting in slippery conditions – clean and treat appropriately.
- 3) There is tree debris on the surfacing – Remove and maintain.
- 4) There is surface corrosion/rust present on the item – Consider treating the item.
- 5) There is minor damage to the equipment – Monitor and repair if required.

### **Worplesdon Play Area**

There is some tree debris on the surfacing – Remove and maintain. The surface has subsided in some areas – Monitor for any further deterioration and repair as required. There is algae, silt or moss growth on the safety surface resulting in slippery conditions – Clean and treat appropriately. There are trip hazards present over the edgings – Remove trip hazard.

### **Gate – Self Closing (Yellow)**

- 1) The paint is flaking off the metalwork – Rub down and re-paint.
- 2) There is weed/vegetation growth between the paving slabs adjacent to the gate – Remove weed/vegetation growth.

### **Fence – Bow Top**

- 1) There is minor damage to the fence sections – Monitor for any further deterioration and repair as required.

### **Metal bench**

- 1) The area round the bench has eroded in some areas and may become slippery – Reinststate the surface.
- 2) The paint is flaking off the metalwork – Rub down and re-paint.

### **Wooden bench**

- 1) There is minor vandalism damage to the bench – Monitor and repair if required.
- 2) There are bolt cap covers missing or damaged on the item – Replace missing or damaged bolt cap covers.



### **Swings - 2 Bay (2 Flat, 1 Cradle and 1 Tango)**

- 1) There is some wear to the shackles – Monitor for any further deterioration and replace when 40% worn.
- 2) There is surface corrosion/rust present on the item – Consider treating the item.
- 3) The chain openings are in excess of 8.6mm as recommended by BS EN 1176 - Monitor – No remedial work recommended.

### **Rotor Play - Rotating Chairs**

- 1) Parts of the steel structure protrude beyond the protected elements of the seat and fail to meet the requirements of BS EN 1176 Part 5 – Monitor - no remedial action recommended.
- 2) There is surface corrosion/rust present on the item – Consider treating the item.

### **Worplesdon Teen Area**

There is a redundant concrete base in the grass – Remove if not required (concrete is adjacent to the green metal bench). [The concrete base is believed to be leftover from when the knee-rail fencing was removed – responsibility of WMH Trustees]

It is recommended that signage, with information including the site address, contact information for maintenance issues and emergency contact details are provided for the playground facility – Provide in accordance with the recommendations.

The surface is lifting at the edges and creating trip points – Repair perimeter of surfacing to remove trip points.

There is weed/vegetation growth within the surface – Remove weed/vegetation growth.

### **Multi Use Games Area - Multi Use Games Area (MUGA)**

- 1) There is/are finger entrapments in the mesh openings and the item fails to meet the requirements of BS EN 15312 Clause 4.4.2.2 Entrapment of fingers – Monitor – No remedial work recommended.
- 2) The panel is damaged around the fixing point – Repair/replace the panel.

### **Glasdon (red) litter bin**

- 1) The lid of the litter bin is not secured – Ensure the lid is kept locked.

### **Bow-top fencing**

- 1) There is some damage to the fence sections – Monitor for any further deterioration and repair as required.

### **Picnic table**

- 1) The area around the item has eroded and may become slippery – Reinststate eroded area.
- 2) There is some evidence of fire damage to the item – Monitor for any further deterioration and repair as required.

### **Bench (green)**

- 1) The paint is flaking off the metalwork – Rub down and re-paint.

### **Swings - Basket Swing - Type 1**

- 1) The connecting links are in excess of 8.6mm and less than 12mm and fail the requirements of BS EN 1176: 2008 Part 1; clause 4.2.13, Chains - Monitor use and replace with compliant links at the next maintenance cycle.
- 2) The basket bushes are showing signs of wear – Monitor for any further deterioration and replace as required.
- 3) The ropes/nets are worn/damaged in places – Monitor for any further deterioration and repair or replace as required.
- 4) There is algae or moss on the equipment – Clean and treat appropriately.
- 5) There is surface corrosion/rust present on the item – Consider treating the item.

### **Rotor Play - Overhead Rotator [Typhoon] – N.B. Please be advised that a quote has been accepted on 1/12/22 for remedial works to be carried out**

- 1) The fixings for this item were in excess of 2.5m above the standing surface and could not be fully accessed by the inspector. We have completed a visual inspection of the fixings from ground level, but a maintenance inspection should be undertaken to assess the security and wear of the components at intervals in accordance with the manufacturer’s recommendations – Inspect in accordance with the manufacturer’s recommendations.
- 2) The chain/rope is damaged – Monitor for any further deterioration and replace as required.
- 3) The seta connection cannot be inspected without dismantling the seat – Dismantle the seat to inspect the seat connection for wear.
- 4) The paint is flaking off the metalwork – Rub down and re-paint.

### **Spinner Bowl – Green**

- 1) There is some damage to the item – Monitor for any further deterioration and repair as required.

### **Spinning Pole – Yellow**

- 1) The surfacing dimensions are short and do not meet with the requirements of the current applicable standard – Monitor – no remedial action recommended.

Following discussion, it was proposed by Cllr D Bird, seconded by Cllr N Crampin, and **RESOLVED** that the Annual Play Area report be accepted and approved.

### **2024-397 - King’s Royal Garden Parties 2025 - Nomination for the Surrey Association of Local Councils (SALC) guest ticket**

Two suggestions were put to the Full Council. It was proposed by Cllr G Adam, seconded by Cllr D Bird and unanimously **RESOLVED** that Cllr N Mitchell be nominated in recognition of his significant contribution to the Worplesdon Parish Community Speed Watch Group. The deployments help educate motorists, which in turn helps to slow traffic speeds, reducing the risk of serious or fatal road traffic accidents occurring across the Parish.

The fifty word nomination to be submitted to Surrey Association of Local Councils as soon as practicable.

### **2024-398 - Replacement logs - junction of The Avenue and Worplesdon Road - Your Community Councillor Fund application**

The Clerk advised that the County Council had required confirmation that the Parish Council holds £10m public liability insurance, the tree surgeons need to hold NRSWA (New Road and Street Works Act), and the

Parish Council would need to complete a Third-Party Agreement to place third party assets on the public highway.

If the Parish Council were to fund the replacement of the logs through a grant from Surrey County Council (Your Councillor Community Fund) these would become the Parish Council's asset. The Parish Council would then be responsible for their ongoing maintenance, replacement, and liability should any accidents occur.

Should the Parish Council wish to replace these logs with permanent trees these would come under the maintenance and liability of the County Council. The trees would be planted in a way that would mean that maintenance would be minimal.

Following discussion, it was proposed by Cllr N Mitchell, seconded by Cllr B Ahier and unanimously **RESOLVED** that the Parish Council would withdraw its County Council grant application but would apply for trees to be planted on this verge instead.

#### **2024-399 - Substitution of a Committee member on the Planning/General Purposes and Finance Committee**

It was proposed by Cllr G Adam, seconded by Cllr T Wright and unanimously **RESOLVED** that Cllr N Crampin be appointed to the Planning/General Purposes and Finance Committee following the passing of Dr P Cragg.

#### **2024-400 - For information only - Hesters Yard – Public Inquiry decision**

The appellant's appeal had been dismissed by the Planning Inspector.

#### **2024-401 - Clerk's Report**

- a) **Montague Place - The following concerns have been raised with Guildford Borough Council and Taylor Wimpey**
  - (i) Six dead trees - this had been reported to planning enforcement as a result of which the trees had been replaced by the developer (18/P/01014).
  - (ii) Lack of a litter bin in the play area – this is to be provided by the Management Company.
- b) **Christmas illuminations**

JDS Decorations Ltd have erected the Christmas trees at Wood Street Village Green and St Mary's Worplesdon, 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.

#### **2024-402 - Chairman's Report**

The Chairman's report had been circulated via email in advance of the meeting:

#### **Community Speed Watch (CSW)**

The team of volunteers have achieved the necessary deployments at each site through the year, so Surrey Police do not need to come out and re-assess any deployment sites.

We have a new volunteer recruited at the last deployment at Frog Grove Lane.

The year-long data indicates that our deployments are having an educational impact on speeding in the Parish.

### **Speed Data Recorder**

The number of deployments has reduced due to the Officer at Surrey County Council being on long term sick leave, we wish him well and hope that he will be able to deploy the equipment during 2025.

The data we have collected has been sent to both Surrey Police and Surrey County Council to advise them of the speeding issues within the Parish. Some officers have been surprised by the recorded speeds on the roads in the Parish.

### **31<sup>st</sup> October**

I chaired the Full Council meeting.

### **4<sup>th</sup> November**

I attended the pre-commencement site meeting at Jacobs Well Recreation Ground about the works to provide permanent parking spaces. Also in attendance were the Clerk, Gaynor White, and Cllrs Jonathan Snowball and Mike Price. We met Nigel Clarke of TJ Hunt (Contracting) Ltd on site to discuss the works and security of the Recreation Ground during the works.

During discussions we found out that it will be necessary to apply to Surrey County Council for a vehicle crossover licence. Advice had been sought from Guildford Borough Council as to whether this could be carried out under Permitted Development Rights.

An inspection of the security gate found that it dropped when opened and that it was difficult to lift it back into position. TJ Hunt (Contracting) Ltd, who installed the gate, agreed to rectify the issue by resetting the support post and rehangng the gate.

### **9<sup>th</sup> November**

A quiz team comprising of councillors and an officer took part in the Quiz evening at Worplesdon Memorial Hall to raise money for the St Mary's Church, Churches [Double Flush fund campaign](#). The team were pleased with their score on their debut.

### **10<sup>th</sup> November**

I, along with Cllrs Saffina Ellahi, Bob McShee and the Clerk Gaynor White attended the Remembrance Service at St Mary's Church, Worplesdon

Cllr Saffina Ellahi and the Clerk Gaynor White laid the wreaths purchased by the Parish Council to commemorate those residents of Worplesdon who died in conflict during World War I and World War II.

### **11<sup>th</sup> November**

I officiated for the first time at the Memorial Service at Harry's Meadow.

Also in attendance were the Cllrs Brigitte Ahier, Nuala Crampin, Bob McShee, Mike Price, Jonathan Snowball, the Clerk Gaynor White and the Assistant Clerk Victoria Fear.

Simon Persin, of the Friary Brass Band kindly played the Last Post and Reveille.

A number of poems were read out by the Clerk and myself. This will be the format at future gatherings on Remembrance Day.

The Clerk also laid a wreath on the memorial bench.

### **12<sup>th</sup> November**

I led the Extra Ordinary Meeting on the review of the budget for the municipal year 2025/26.

The consensus was that the budget was robust, albeit further information is still awaited. Guildford Borough Council had still not confirmed the Tax Base<sup>1</sup>. Additionally, the Government has not yet announced the Local Authority Settlement Statement, which is due to be announced in December.

It was agreed that a working party would sit to prepare and review a flyer that the Parish Council would use to explain the increase and the work that is carried out by the Council. (See 2<sup>nd</sup> December note)

### **15<sup>th</sup> November**

I was present at the Internal Audit conducted by Mulberry and Co Ltd and can confirm that the procedures that the Parish Council has in place are fit for purpose, enabled the audit to proceed with speed, and no recommendations for any procedural processes were suggested by the auditor.

### **18<sup>th</sup> November**

FLGCA Management Meeting.

At the start of the meeting there was a 45-minute presentation on Zero Carbon like the ten-minute presentation the Parish Council.

I advised that the Planning Inspector had dismissed the Hester's Yard appeal.

The FLGCA will be holding a meet the Councillors at the Community Centre on 25 January 2025 between 10am and 2pm. I trust that all Fairlands Councillors will attend at least part of the session to meet the local community that we represent.

We can also promote CSW and SDR and, hopefully, gather more volunteers to help us on deployments.

County Cllr Witham spoke to the Management Committee about the possibility of unitary authorities being introduced by central government and the possible impact on Surrey.

### **19<sup>th</sup> November**

SALC Conference.

A total of 162 councillors across Surrey have attended online training during the year which SALC consider to be disappointing. Training is there for all councillors to assist and understand their roles as parish and town councillors.

The Clerk Gaynor White attended the conference, the Assistant Clerk Victoria Fear and Cllrs Brigitte Ahier, Mike Price and I were also in attendance.

The conference was held at Silvermere Golf Club this year.

After the AGM, during which there was a one-minute silence in memory of Cllr Dr Paul Cragg who had served on the SALC Board for ten years, there were presentations from:

- NALC on the lobbying they engage in on our behalf with the Government and in particular the possibility of Unitary Authorities being established across the country, as well as changes to National Insurance.
- The Digital Cabinet Office spoke about the advantages to parish councils of having a .gov.uk website and email addresses.
- Andy Jeffrey Town Clerk of Godalming Town Council spoke regarding the provision of Godalming Youth Services by their Town Council.
- Surrey County Council is seeking to work collaboratively to enable a greener future in Surrey.
- Surrey County Council Road Safety spoke about the introduction of 20mph areas and reducing speeds across the county.

There were also breakout sessions in the afternoon. A variety of topics were tabled for discussion. Feedback would be used to inform SALC about the views of the town and parish councils regarding the relevant topics.

The slides used during the meeting have been circulated.

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<sup>1</sup> Number of properties for which Council Tax is payable

### **21<sup>st</sup> November**

I attended the General Purposes Meeting.

### **24<sup>th</sup> November**

Attended the grand opening of the Manor Fruit Farm children's playground with the Clerk Gaynor White.

The weather and ground conditions were not suitable to test all the new equipment and certain items were fenced off because snagging was not complete.

I am sure that in pleasant weather the children of Normandy and surrounding areas will enjoy the new equipment.

### **1<sup>st</sup> December**

I attended the switching on of the Jacobs Well light tree cone. Oscar and Zoe Shaw two children from Jacobs Well were given the honour of turning on the lights. Also in attendance were the Clerk Gaynor White, Cllrs Brigitte Ahier, Jonathan Snowball, and Mike Price. Rob Clark was present, on behalf of the JVVHT (Jacobs Well Village Hall Trust), who had provided the power supply to enable the tree cone to be illuminated.

After the meeting, the Clerk and I inspected the site works (new parking spaces at Jacobs Well Recreation Ground), which we found to be progressing well.

We then walked across the Recreation Ground to inspect the works to the security gate. I can confirm that the works to the gate and post have ensured that the gate opens without rotating vertically.

Whilst there, we met residents who had complained about the difficulty of opening the high-security gate due to the padlock cover – which they were finding challenging particularly during bad weather, in the dark. It was agreed that, to assist the residents, the Parish Council would provide a heavy-duty chain to secure the gate. This would eradicate the need to use the padlock cover and was the quickest, cheapest solution.

### **2<sup>nd</sup> December**

I attended the Budget Working Party Meeting with the Clerk Gaynor White, and Councillors Nuala Crampin, Jonathan Snowball, and Mike Price – during which the draft budget flyer was also discussed.

I started the meeting by explaining that in local government, budgets are set by the officers on a top-down basis. The first stage is to review the number and type of assets held. Budget setting is an iterative process. The draft budget is presented to councillors for consideration. The review process continues until the budget is ultimately approved by the Full Council. Once the Band D rating is set, the budget becomes known as the precept. The Parish Council has to submit its precept request to Guildford Borough Council early January to ensure the Borough Council is in a position to collect the Council Tax the Parish Council has requested. Guildford Borough Council has no jurisdiction over the budget set by Parish Council, its role is purely to collect the Parish Council element of the Council Tax requested by the Parish Council and to pay the requested sum to the Parish Council in two instalments per year (April and October).

I have attended two sessions to review the budget, to test it, and to make suggestions where budgets could be reduced. Unlike departments in business, where the budget is built bottom up, there is a full detailed analysis of the costs of maintaining our assets, the vast majority of which provide no income. Where assets do provide an income, that income is minimal.

The Clerk went through the budget line by line with backup spreadsheets to show the detailed work that has gone into preparing the budget. The budget includes projections for future years. Those present found the detailed explanation of the budget setting process both informative and helpful.

Some good news was received before the meeting in that for the municipal year 25/26 Worplesdon Parish Council will receive a reduced LCTSS grant of £4,424. Additionally, the Tax Base has increased both of which reduced the budget and the Band D rate increase.

### **6<sup>th</sup> December**

Attended the first birthday party for Silverbirch Care Home.

The Deputy Mayor made a speech and cut the care home birthday cake.

**9<sup>th</sup> December**

I thanked the CSW volunteers for their help during deployments over the past year with a cake and coffee session.

**10<sup>th</sup> December**

The Clerk Gaynor White, the Assistant Clerk and I attended a site meeting with one of three contractors to discuss the stormwater ditch and works that could be carried out.

It was obvious that the extent of work that could be achieved for the sum indicated to be at the General Purposes meeting would be limited to the parking area at the corner of Frog Grove Lane.

The quotations to be presented to the Council at the earliest opportunity.

**2024-403 - Items for inclusion on future agenda**

No suggestions were proposed for the next Full Council meeting.

It was, however, proposed that the Government's changes to the NPPF (National Planning Policy Framework) should be added to the next Planning/General Purposes and Finance Committee meeting for information.

**It was RESOLVED that in accordance with 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 were excluded from the remainder of the meeting.**

**2024-404 - Permanent appointment of the Groundsman on a part-time basis**

Cllr G Adam, Chairman of the Staffing Committee, advised that having completed a satisfactory probationary period, the Staffing Committee recommended the permanent part-time appointment (16 hours per week) of the Groundsman.

It was proposed by Cllr G Adam, seconded by Cllr D Bird and unanimously **RESOLVED** that the Staffing Committee's recommendation be approved.

**2024-405 - Date of next meeting – Full Council Meeting Thursday - 19:30.**

Meeting closed 10:03.

Signed:

Chairman of the Council  
Date: 16 January 2025