



**Minutes of the Full Council Meeting held in the  
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX  
at 7.33pm on Thursday 16 January 2025**

**2025-1 - Present**

**Councillors:**

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

**Officers of the Council:**

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

**Members of the public:**

Borough Councillor Philip Brooker was present for part of the meeting.

**2025-2 - Chairman's Announcements**

The Chairman gave the following announcements:

1. Health and Safety
2. The Head Groundsman has tendered his resignation from the Council due to retirement.

**2025-3 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40**

Cllr G Adam and Cllr M Fance had given their apologies and reason for absence. The reasons for absence were approved by the Members.

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

**2025-4 - Public Participation**

None.

**2025-5 - Declaration of Non-pecuniary Interests**

No declarations were made.

**2025-6 - Declaration of Disclosable Pecuniary Interests (DPIs) - by councillors in accordance with the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012 No 1464)**

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No declarations were made.

**2025-7 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

**2025-8 - Amendments to the Register of Interests**

No declarations were made.

**2025-9 - Declaration of gifts or hospitality over £50**

No declarations were made.

**2025-10 - Borough Councillor's report**

Cllr P Brooker gave the following report:

- a) **Hesters Yard** - The Planning Inspector dismissed the appeal. We don't know what will happen next but housing targets in the revised National Planning Policy Framework (NPPF) will apply moving forward.
- b) **Solace Governance Review** - On 3 December the first of the six-monthly Improvement Plan reports was presented to the Full Council. The improvements will be scrutinised in January 2025.
- c) **Councillors Allowances** - These had been reviewed. The recommendations of the Council's Independent Remuneration Panel had been considered and implemented.
- d) **Appointment of the Mayor and Deputy Mayor for the municipal year 2025/2026** - Cllr Howard Smith has been appointed as the Mayor of Guildford. Cllr Jane Tyson has been appointed as the Deputy Mayor.
- e) **Changes to the Terms of Reference of the Corporate Governance & Standards Committee** - These had been considered and agreed by the Council.
- f) **Waverley Borough Council/Guildford Borough Council partnership** - The cost benefit of the partnership is to be presented to the Full Council on 22 January 2025.
- g) **Independent Report – Investigation into Historic Governance Failures within the Council** - The results of the [Heminsley Report Findings](#) are to be published next week.
- h) **Alleged Breach of Planning – Wood Street Knoll** - The allegation has been investigated. There is no evidence of a breach of planning. Surrey County Council are dealing with this matter as the Lead Flood Authority. The S106 Agreement which will enable the SANG to be formally opened continues to be progressed.
- i) **The Government's Devolution Agenda** - Mayoralty and Unitary Authorities are being proposed by Central Government. Surrey County Council and Guildford Borough Council councillors have received briefings, although there is presently little definitive information available.

Guildford Borough Council will be submitting its formal response by the end of January 2025. Matters are proceeding at a pace. Surrey County Council resolved to opt in to the Government's Devolution and Local Government Reorganisation Programme as a priority. This may result in the postponement of the County Council elections scheduled for 2025.

For a mayoralty to be introduced, a population of 1.5 million would be required, which may mean extending the county boundary.

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More likely is that two, or possibly three, Unitary Authorities could be established. This might be split east and west, or possibly east, west, and central.

It is unlikely the outstanding debts of some borough councils will be written off in full by the Government.

At present, there is no view on the position of town and parish councils. Further information is to be issued by the Government in the near future.

Guildford Borough Council supports all the Surrey County Council proposals, apart from the elections being delayed.

The Chairman thanked Cllr P Brooker for his report.

Cllr P Brooker advised that he will ask Guildford Borough Council to consider contributing one third of the cost of the National Flood Forum's attendance at the Parish Council's Flood Awareness and Resilience Event.

### **2025-11 - County Councillor's report**

Cllr K Witham's January 2025 report had been circulated to all Members via email in advance of the meeting.

Cllr Witham's reports covered the following topic:

- 1. Update on Government plans to abolish Surrey County Council and Guildford Borough Council (establishment of a Unitary Authority)**

[Cllr Brooker left the meeting at 19:45](#)

### **2025-12 - Minutes of the previous meetings:**

It was proposed by Cllr D Bird, seconded by Cllr T Wright, and unanimously **RESOLVED** that the minutes of the Full Council Meeting held 12 December 2024 be approved and signed by the Chairman as a true record.

### **2025-13 - VE-Day 80 celebrations 8 May 2025 – Fairlands, Liddington Hall and Gravetts Lane Community Association (FLGCA) and St Mary's Church both intend to put on events**

St Mary's Church have registered their interest in commemorating VE Day 80 with the King's Pageant Master. They plan to commemorate with a bell peal, concert, and beacon. The Church would like to apply for a grant towards the cost of the Laudamus concert. The cost to put on the concert being £400. A grant application has been duly sent to the event organiser. The application to be considered once received.

The FLGCA intends to hold a Community Event – further details to follow.

### **2025-14 - Nominations open for The Mayor's Award for Service to the Community 2025**

– The deadline for nominations is **5pm on Monday 17 February 2025**

It was agreed that any citations are to be submitted by the Member that proposed the nominee.

### **2025-15 - FLGCA Community Information Day Saturday 25th January 2025**

Cllr S Ellahi, Cllr B Ahier, Cllr G Adam, Cllr N Mitchell, Cllr B McShee, Cllr D Bird, and Cllr T Wright will all be attending this community event. Various information about the work of the Parish Council and the Community Speed Watch Scheme will be available to the public.

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**2025-16 - Planning Applications for consideration:**

The Assistant Clerk presented the planning applications to the meeting for consideration.

**Planning Application No: 24/P/01735 - Riverview Business Park, Clay Lane, Jacobs Well, Guildford, GU4 7NA -** Change of use of building from flexible office (Class E) and swimming pool showroom (sui generis) to private swimming pool lessons use together with the erection of external swimming pool cover with changing room and toilet facilities (Class F2).

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

- **Highway safety concerns - Access and Egress**
  - Parking issues - at the weekends, cars entering this site can be double stacked due to the popularity of car wash facility. On the application plan, the two unnumbered parking bays and parking space numbers 1-3 will be difficult for users to safely access at the weekends.
  - No cycle stand provision appears to have been proposed.
  - No vehicle movements have been provided with the planning application. Swimming classes are likely to generate significant number of vehicles movements. It should be noted this is a relatively small, but popular Business Park.
  - Egress - Sightlines are virtually blind in both directions at this known accident location. Advertisement banners/signs located at the entrance to the site further impede visibility.
- **Policies P4 (5) and P11 (1) - Surface water run-off**
  - The Parish Council believes insufficient surface water drainage and attenuation is being proposed. Sections of Clay Lane are already affected by fluvial flooding. A significant amount of additional surface water run-off will be created by the roof of the proposed pool building.
  - Whilst 'soakaway' has been ticked on the application form document, no soakaway is noted on the accompanying plans.
- **Policy P2 - Impact on the openness of the Green Belt**
  - No Very Special Circumstances have been put forward to justify this additional development within the Green Belt.
- **Technical inaccuracy within the planning application**
  - The site can clearly be seen from the road, contrary to the box selected within the application form.
  - There is a discrepancy in proposed weekend opening times between the information provided on the application form and that included within the planning statement.
- **Operating hours**
  - The proposed weekend operating hours are likely to be problematic due to the large number of people accessing the very popular car wash facility at this location.
- **Conditions**
  - If LPA is mindful to approve this planning application, the Parish Council wishes to request a condition that requires the swimming pool cover building to be demolished once the applicants vacate the premises.

**Planning Application No: 24/P/01561 - 7 St Michaels Avenue, Fairlands, Guildford, GU3 3LY -** Single storey rear extension, hip to gable roof enlargement, rear flat roof enlargement and front porch.

It was **RESOLVED**: that the Parish Council would reiterate its objections to this planning application, being:

1. Loss of light to the neighbouring property.
2. The bulk of the design of the extension is out of keeping with the local area, particularly at first floor level. The first-floor rear extension, in particular, will create overshadowing of the neighbouring property, cutting out light and is considered to be a poor design.

Policies H4 1 (a), (b) and (c) of the Local Plan refer.

**2025-17 - Finance:**

**a) Proposed list of payments to be tabled at the meeting for approval**

The payment list was presented to the meeting. It was proposed by Cllr M Price, seconded by Cllr J Snowball and unanimously **RESOLVED** that payments to the value of £43,724.32 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

**Table 1: Proposed list of payments 16 January 2025**

Code	Date	Description	Supplier	Net	VAT	Total
Parish Office	12/12/2024	Rent Unit 2 Saxton 25.12.24 - 24.03.25 - Difference in revised invoice	TL Fund	250.00	50.00	300.00
Chairman's Allowance	12/12/2024	Civic Event - Refund	Majestic Wine	-8.33	-1.66	-9.99
Provision of new parking spaces JW	13/12/2024	SCC vehicle crossover	Gov.uk	357.00	0.00	357.00
IT budget	16/12/2024	OnePhone - phone charges - including mobile data	BT PLC	212.66	42.53	255.19
IT budget	17/12/2024	Subscription - 17.12.24 - 16.01.25	Adobe	16.64	3.33	19.97
Parish Office	18/12/2024	Gas & Electricity - Unit 2 Saxton - 31.07.24 - 30.11.24	Octopus Energy Limited	-407.07	-81.41	-488.48
Parish Office	18/12/2024	Gas & Electricity - Unit 2 Saxton - 31.07.24 - 30.11.24	Octopus Energy Limited	558.57	27.93	586.50
Parish Office	18/12/2024	Water and sewerage charge - Unit 2 Saxton - 01.11.24 - 30.11.24	Castle Water	21.37	0.00	21.37
Staff Costs	18/12/2024	Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's	Staff Costs	13,362.95	0.00	13,362.95
Staff mileage	18/12/2024	Mileage	Mrs V C Fear	16.25	0.00	16.25
Staff mileage	18/12/2024	Mileage	Mrs G F White	12.35	0.00	12.35
Tree Surgery	18/12/2024	Nevins Copse - Tree Works	Dave Ford Tree Care	750.00	150.00	900.00
ER Christmas Illuminations	18/12/2024	Replace Christmas Lights on Trees	JDS Decorations Ltd	2,450.00	490.00	2,940.00
Christmas trees/lights WS, Perry Hill	18/12/2024	Christmas tree/ lights year 5 (Extension)	JDS Decorations Ltd	8,000.00	1,600.00	9,600.00
Land Management	19/12/2024	Hire of storage container MW - November 2024	Activate Learning	81.00	0.00	81.00
Parish Newsletter	19/12/2024	Delivery of newsletters	Colne Distribution Ltd	520.00	104.00	624.00
Provision of new parking spaces JW	19/12/2024	Car parking and access road in Grasscrete	T J Hunt (Contracting) Ltd	10,841.00	2,168.20	13,009.20
IT budget	24/12/2024	Halo for business 1 - ultrafast 2 & value line	BT PLC	66.30	13.26	79.56
Bank Interest/Charges	31/12/2024	Bank charges	Unity Trust Bank	6.00	0.00	6.00
IT budget	02/01/2025	BT Business Mobile Broadband	BT PLC	18.51	3.70	22.21
Parish Office	02/01/2025	Business rates - Parish Office	Guildford Borough Council	968.00	0.00	968.00
Community Car Park	02/01/2025	Business rates - Community Car Park	Guildford Borough Council	101.00	0.00	101.00

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Code	Date	Description	Supplier	Net	VAT	Total
Revenue Costs Works Vehicle	02/01/2025	Service plan - 12th instalment of 45	PlanMyService LLP	27.08	5.42	32.50
Revenue Costs Works Vehicle	02/01/2025	MOT Service plan - 12th instalment of 45	PlanMyService LLP	3.78	0.00	3.78
Revenue Costs Works Vehicle	03/01/2025	Fuel for works van	Waitrose Shell	39.07	7.82	46.89
IT budget	08/01/2025	External back-up - January 2025	RISC IT	42.00	8.40	50.40
Parish Office	08/01/2025	Intruder Alarm - one year's monitoring and fully inclusive maintenance and full service - 22.10.2024	AB Alarms (Fairlea Online Ltd)	490.00	98.00	588.00
Land Management	08/01/2025	Booking for Flood Awareness and Resilience Event 25.02.25	FLGCA Hall Account	75.00	0.00	75.00
Professional Advice	08/01/2025	Payroll services - qtr to 31/12/2024	Mulberry & Co	120.00	24.00	144.00
Land Management	08/01/2025	Emptying - Dumpyp Bin - WSV Community Car Park	Chambers Waste Management	16.39	3.28	19.67
				<b>39,007.52</b>	<b>4,716.80</b>	<b>43,724.32</b>

**b) Bank reconciliation for December 2024**

The Finance Officer (FO) had prepared the bank reconciliation for December 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 B McShee, 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.

Appendix 1 - December 2024 Bank Reconciliations

**c) Monthly budget reports for December 2024**

The FO had prepared the budget reports for December 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 C Riley, seconded by Cllr B Nagle, and unanimously **RESOLVED** that the budget reports be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendices – 2 - December 2024: Summary Budget Report

**2025-18 - Waste Crime Charges Consultation [Environment Agency charge proposals for waste crime and hourly rates - GOV.UK](#) - Deadline for responses 20 January 2025**

The Clerk had read the consultation document and gave following précis and recommendation:

**Précis:** The Environment Agency is increasing its charges for environmental waste licences in order to raise funds to enable them to take enforcement action against illegal waste activity which cost the taxpayer and legitimate businesses approximately £71 million per year.

**Recommendation:** No comment.

**2025-19 - Surrey County Council - [Rights of Way Improvement Plan](#) - Public consultation - Deadline for comment 9 February 2025**

The Clerk had read the consultation document as had Cllr B Ahier.

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**Précis:** The Rights of Way Improvement Plan documents contains lots of useful information along with helpful statistical data.

**Recommendation:** No comment.

### **2025-20 - Flood Awareness and Resilience Drop in Event – Fairlands Community Centre – Tuesday 25 February 2025 2pm until 7pm**

Following a number of devastating flooding events across the Parish in 2024, Worplesdon Parish Council is facilitating an event to raise awareness about flooding and the resilience products available for residents to purchase. Surrey County Council, Guildford Borough Council, the Environment Agency, Thames Water, Surrey Fire and Rescue, Flood Re, and the National Flood Forum to be in attendance, as will case workers from Zöe Franklin MP's office. Flyers advising those directly affected by this event are to be hand delivered by the Parish Council.

This event to be widely publicised via Facebook, the Parish Council's website and posters across the Parish.

The hall has been booked. Catering for the exhibitors is to be provided by the Parish Council.

### **2025-21 - Clerk's Report**

- a) **Replacement bridge – Harry's Meadow** – Surrey County Council has confirmed the resident constructed bridge will be replaced ASAP. The materials have been ordered.
- b) **Fly-tipping incidents have increased dramatically in Wood Street Village – Pound Lane and Wood Street Village (Frog Grove Lane and the Cricket Club)** – Security cameras to be purchased (Delegated Authority). Guildford Borough Council to provide signage and training. A fine of £400 has been issued to one of the people whose rubbish was found to be dumped at the cricket club.
- c) **Provision of four parking spaces in Jacobs Well Recreation Ground** - Unfortunately, the works have been delayed by bad weather. Additionally, Surrey County Council has not yet approved the Parish Council's Vehicle Crossover Licence application. The works to be completed ASAP.
- d) **Trees planted in grass verge Perry Hill without consent** - These trees have now been removed.
- e) **Your Fund Surrey – Christmas Illuminations Project at Pitch Place Green** Worplesdon Parish Council's grant application was successful. Surrey County Council has awarded a grant of £4,217 to the Parish Council to enable a power supply to be provided on Pitch Place Green. The works to be carried out as soon as practicable.
- f) **Flood Forum action/S19 investigation – ongoing flooding Wood Street Village** - Officers from the Environment Agency, Surrey County Council, Guildford Borough Council, and Worplesdon Parish Council carried out a walkabout on 17 December 2024. The findings will inform the ongoing S19 investigations.

### **2025-22 - Chairman's Report**

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

#### **12 December.**

I chaired the final Full Council meeting of the year.

#### **13 December.**

I, along with Cllr Mike Price and the Clerk Gaynor White held a handover meeting with T J Hunt (Contracting) Ltd for the grasscrete at Jacobs Well Recreation Ground. The finish to the grasscrete was not acceptable and therefore we did not accept the works. The vehicle crossover works are separate.

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The finish that we were expecting is as the finish to the grasscrete at the top of Holly Lane.

### **16 December**

Along with the Clerk, Assistant Clerk and Head Groundsman, I attended a second site meeting at Frog Grove Lane with a contractor to discuss the possible actions to reduce the volume of water flooding the road and cutting of Wood Street Village.

*(Surrey County Council intends to carry out enforcement on the SANG owner for failing to adequately maintain the ditch, there is no timescale for this work).*

### **22 December**

In the company of the Clerk, I attended the Christmas Carol Service at St Mary's Church. Also in attendance were Cllrs Brigitte Ahier and Mike Price.

### **Christmas and New Year shutdown.**

The minutes of the meeting with the Worplesdon Charities meeting in September were finally signed. This means that the Worplesdon United Charities and the Philips Bequest/ War Memorial Fund (WUC) has transferred to the Worplesdon Parochial Church Charity (WPCC). The consequence of this is that Cllr Beth Nagle is no longer a WPC representative to WUC. Three existing members of the WPCC are now our representatives on that charity.

To enable the charity to identify appropriate residents to receive funds we shared the postcodes across the parish with WPCC so that they could work with North Guildford Food Bank to distribute food parcels. No personal information was provided.

### **Community Speed Watch**

During the Christmas and New Year shutdown there were no deployments.

The first deployment in January had to be cancelled due to the weather conditions.

### **10 January 2025**

The first regular liaison meeting was held with Merrist Wood College. The Clerk and I attended the meeting. Key points discussed with the College were:

- Flooding issues on Gravetts Lane and Liddington Hall Drive.
- Possible uses by the college of the fields of Liddington Farm for farming purposes.
- The installation of the planters on Perry Hill (due this month), which the students will be planting and able to use as part of their coursework.
- The new building works on the college estate and the new substation, which reinforces the electricity main in the Fairlands area.
- Hester's Yard - The Planning Inspector's dismissal and the effect on the Parish Council.

### **2025-23 - Items for inclusion on future agenda**

Devolution agenda – proposal for a Unitary Authority.

### **2025-24 - Date of next meeting – Full Council Meeting Thursday 27 February 2025 - 19:30.**

Meeting closed 20:53.

Signed:

Chairman of the Council  
Date: 27 February 2025