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NOTICE OF MEETING

Friday 16 May 2025

To: All members of the Council

You are hereby summoned to attend the **Annual Meeting** of Worplesdon Parish Council to be held in the **Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX** on **Thursday 22 May 2025 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. **Appointment of Chairman for the municipal year 2025/2026.**
2. **Chairman to sign Declaration of Acceptance of Office.**
3. **To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40.**
4. **Appointment of the Vice-Chairman for the municipal year 2025/2026.**
5. **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.
6. **Blackwell Farm solar farm planning application no: 24/P/00441** - To receive an update from Karen Stevens on behalf of Compton Parish Council. To seek Worplesdon Parish Council's support moving forward.
7. **Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct.**

8. **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).**
9. **To receive and consider written requests for new DPI dispensations, if any.**
10. **Amendments to the Register of Interests.**
11. **Declaration of gifts or hospitality over £50.**
12. **Borough Councillor's report (5 mins).**
13. **County Councillor's report (5 mins).**
14. **Devolution - The abolition of both Surrey County Council and Guildford Borough Council and the creation of a new single unitary authority with an elected Mayor To receive an update from Cllr K Witham. *[Worplesdon Parish Council's Strategic Business Plan to be reviewed at an appropriate time in the devolution programme].***
15. **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 – 10 April 2025
- Planning/General Purposes and Finance Committee Meeting – 1 May 2025

16. **Election of the Planning/General Purposes and Finance Committee** – A minimum of six members, at least one member from each ward - Chairman and Vice-Chairman to be ex-officio members (with full voting rights) and two substitute members to be appointed.
17. **Election of the Staffing Committee** - Five members and two substitute members to be appointed.
18. **Planning Applications for consideration:**

Planning Application No: [25/P/00452](#) - 5 Ecob Close, Guildford, GU3 3HP - The erection of a single storey rear extension and front porch.

Planning Application No: [25/P/00543](#) - 1 Penny Drive, Wood Street Village, Guildford, GU3 3DJ - Single storey rear extension.

Planning Application No: [25/P/00550](#) - 2 Frog Grove Lane, Guildford, GU3 3EX - Single storey rear extension

Planning Application No: [25/P/00599](#) - Crown Cottage, Perry Hill, Worplesdon, Guildford, GU3 3RD - Erection of a part single storey, part two storey rear and side extension with changes to fenestration, hard landscaping, external and internal alterations and repairs, following demolition of existing single storey rear extension and dormer window.

Planning Application No: [25/P/00600](#) - Crown Cottage, Perry Hill, Worplesdon, Guildford, GU3 3RD - Listed Building Consent - Erection of a part single storey, part two storey rear and side extension with changes to fenestration, hard landscaping, external and internal alterations and repairs, following demolition of existing single storey rear extension and dormer window.

Planning Application No: [25/P/00369](#) - 63 Applegarth Avenue, Guildford, GU2 8LX - Change of use from a dwellinghouse (C3 use class) to a large House in Multiple Occupation (C4 use class) (part retrospective)

19. **Land at Hazel Farm, Oregano Way – Virtual Exhibition 19th May – 9th June 2025**
hazelfarm.onlieconsultation.co.uk. To consider the Parish Council's feedback to this proposal.

20. Finance:

- a) **Change of bank signatories following the passing of Cllr G Adam** - Replacement signatory required for the following accounts: Co-op, Metro, Unity Trust, Skipton, Nationwide, and Cambridge Building Society.
 - b) **Proposed list of payments to be tabled at the meeting for approval** - Payment list to be signed by the Chairman.
 - c) **Bank reconciliation April 2025** - To approve the bank reconciliation for April 2025.
 - d) **Monthly budget reports for April 2025** - To approve the monthly budget reports for April 2025.
 - e) **Appointment of a councillor (and a reserve) to undertake the quarterly financial inspections** - March, June, September, and December.
 - f) **Internal Audit being carried out 14 May 2025** - To consider and approve the Internal Auditor's report.
 - g) **To review the Council's insurance policy** - As per the Asset Register and Insurance Schedule (issued to members in advance of the meeting via email).
 - h) **To review the effectiveness of the Council's system of internal controls** - including management of risk and to decide action, if considered necessary.
 - i) **To review and approve the earmarked reserves for 2024/2025.**
 - j) **To review and approve the general reserves for 2024/2025.**
 - k) **To receive and approve the Asset Register for the financial year ended 31.3.2025.**
 - l) **To receive and approve the Annual Accounts 2024/2025.**
 - m) **To receive and approve the Annual Governance Statements (AGAR) for the year ended 31 March 2025** - Section 1 Annual Governance Statements for 2024/2025. To be signed by the Chairman of the meeting and Clerk.
 - n) **To receive and approve the Annual Accounting Statements (AGAR) for the year ended 31 March 2025** - Section 2 Accounting Statements for 2024/2025. To be signed by the Chairman of the meeting.
 - o) **VAT return 1.1.25 – 31.3.25** - Refund of £5,442.38 due. VAT form s126 duly submitted to HMRC.
 - p) **1st instalment precept 2025/2026** - An online payment of £193,562.50 was received from Guildford Borough Council in April 2025 (an additional LCTSS grant of £2,212.00 was also received).
 - q) **Drainage works required** – Coombe Lane - Three quotations have been sought. To consider and approve the best value quotation. Maximum cost £5,600 & VAT.
- 21. Parish Representatives – Annual reports**- To receive a written report from each of the Parish Representatives regarding the activities of their respective organisations.
- 22. Deployment of the Community SpeedWatch (CSW)** - To receive a report from the lead member – Cllr N Mitchell.
- 23. Unauthorised Encampment – Annual Inspection Review** - Desktop review carried out by Cllr N Mitchell. To receive a brief report from Cllr N Mitchell.
- 24. Appointment of Parish Representatives (2025/2026)** - To appoint representatives to the following organisations:
- a) Fairwood Helpers
 - b) FLGCA - Fairlands, Liddington Hall and Gravetts Lane Community Association
 - c) SALC - Surrey Association of Local Councils
 - d) WSVA - Wood Street Village Association.
- 25. To fix the dates and times of the Full Council and Committee Meetings 2026** - To approve the Schedule of Meetings for 2026.
- 26. Wood Street Village Association – Application for the Right to Buy a Community Asset** - To consider the application.
- 27. Challengers - Jazz Festival – 20 July 2025** – To receive and approve the risk assessment.
- 28. The Hive – Request to use Wood Street Village Green for a community event 20 June 2025** – Set up at 2.30pm – Event from 3pm to 5pm.
- 29. Clerk's Report**

- a) **Surrey County Council – Final opportunity to take part in Surrey County Council’s Countryside Visitor Survey** - Deadline for responses 30 May 2025. www.surreycc.gov.uk/countrysidevisitorsurvey
- b) **VE commemorations** - Both events were a tremendous success and both the WSV and St Mary’s Church have expressed their gratitude to the Parish Council’s for their respective grants.

30. Chairman’s Report.

31. Items for inclusion on future agendas - To receive any suggestions from members.

32. Date of next Full Council Meeting - Thursday 3 July 2025 - 19:30.