



**Minutes of the Planning/General Purposes and Finance Committee meeting held in the Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX at 7.30pm on Thursday 1 May 2025**

**2025-142 - Present**

**Councillors:**

Cllr B Ahier, Cllr N Crampin, Cllr N Mitchell, Cllr B Nagle, Cllr M Price, Cllr C Riley, and Cllr T Wright.

**Officers of the Council:**

Gaynor White - Clerk to the Council

**Members of the public:**

No members of the public were present.

**2025-143 - The late Cllr G Adam – 2-minute silence**

It was with immense sadness and a very heavy heart that Cllr N Mitchell announced the unexpected passing of Cllr G Adam on Saturday 26 April 2025. Gordon joined the Parish Council in 2015, having previously served as a member of the public on the Parish Council's Traffic Committee. Gordon was elected to the position of Vice-Chairman in May 2022, and had also Chaired the Staffing Committee for five years.

Gordon had also been elected to serve on the following community organisations on behalf of the Parish Council: Slyfield Area Regeneration Plan, Fairlands, Liddington Hall and Gravetts Lane Community Association, and Worplesdon Memorial Trustees – where, in 2021, he was elected to serve as Chairman until his resignation in 2024.

Gordon's significant contribution to the Parish Council and the wider community will be keenly missed. A letter of condolence had been hand delivered.

As a sign of respect, a two-minute silence was then observed.

**2025-144 - Chairman's Announcements**

The Chairman gave the health and safety announcements.

**2025-145 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40**

Apologies and reason for absence were received from Cllr D Bird and Cllr M Fance. Cllr B Nagle substituted for Cllr M Fance; Cllr C Riley substituted for Cllr D Bird.

The Committee members for the Planning/General Purposes and Finance Committee will need to be appointed at the Annual Meeting. Six councillors should sit on this Committee, including two ex-officio members (Chairman and Vice-Chairman).

**2025-146 - Public Participation**

No members were present.

**2025-147 - 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.

**2025-148 - Amendments to the Register of Interests**

No amendments were made.

**2025-149 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

**2025-150 - Declaration of non-pecuniary Interests**

No declarations were made.

**2025-151 - Declaration of gifts or hospitality over £50**

No declarations were made.

**2025-152 - Planning Applications for consideration:**

**Planning Application No: [25/P/00361](#) - 36 Stringers Avenue, Jacobs Well, Guildford, GU4 7NW -** Advertisement consent application for 1no. illuminated fascia sign to replace existing signage above the shopfront.

It was **RESOLVED**: that the Parish Council request the installation of a non-illuminated sign. A large, illuminated sign at this parade of shops would be out of keeping and may cause light nuisance to residential properties given Jacobs Well is an unlit village.

It should be noted that parking at this parade of shops is extremely limited.

**Planning Application No: [25/P/00360](#) - 36 Stringers Avenue, Jacobs Well, Guildford, GU4 7NW -** Proposed installation of a condenser unit, a side window, fire door and the infill of the roller shutter opening.

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

**Planning Application No: [25/P/00420](#) - 42 Brocks Drive, Fairlands, Guildford, GU3 3NQ -** Erection of single storey rear extension.

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

**Planning Application No: 25/P/00348 - 20 Sutherland Avenue, Jacobs Well, Guildford, GU4 7QX -**

Conversion of garage to habitable accommodation, single storey rear extension, changes to fenestration with the addition of a rear Juliet balcony following removal of conservatory.

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

**Planning Application No: 25/C/00004 – Junction of Stringers Ave & Treebys Ave, Jacobs Well, Guildford, GU4 7NT -** Notification for the removal of the BT public call box/ telephone kiosk.

It was **RESOLVED**: no comment.

**Planning Application No: 25/P/00185 - The Kepler Building, 10 Surrey Research Park, Guildford, GU2 7YE -**

Full planning application for alterations and extensions to temporary research and development building (granted under permission ref. 20/P/00766) to convert it into a permanent facility for research and development use.

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

**Planning Application No: 25/P/00462 - 74 Broad Street, Guildford, GU3 3BE -** Erection of single storey side and rear extension with rooflights and changes to fenestration following demolition of conservatory.

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

- The Parish Council notes there is a new garage on the drawing, however, there are no associated documents within the application to explain the relocation or the design/materials and use of the repositioned garage.

**Planning Application No: 25/P/00495 - 25 Frog Grove Lane, Guildford, GU3 3EY -** Single storey rear extension following demolition of existing garage.

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

**Planning Application No: 25/P/00447 - Liddington Hall Farm, Gravetts Lane, Guildford, GU3 3AR -** New plant room to side of outbuilding together with replacement garage following the demolition of the existing plant room and existing garage.

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

**2025-153 - Deed of Dedication – Harry’s Meadow – Public Right of Way no: 581**

Surrey County Council had provided two copies of the Deed of Dedication which are required to be executed by two members of the Council, witnessed by the Clerk to the Council.

Cllr M Price and Cllr T Wright duly signed both documents, witnessed by the Clerk.

Both documents to be returned to Surrey County Council for sealing. Once sealed, one copy of the Deed of Dedication will be returned to the Parish Council for safe keeping.

**2025-154 - Jazz Festival – application form and risk assessment**

A copy of the Jazz Festival application had been received and circulated to the Members via email in advance of the meeting. The Clerk had requested sight of a copy of the risk assessment. Unfortunately, this had not been received in time for the meeting.

This item was deferred until the next meeting.

## 2025-155 - 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 N Crampin, seconded by Cllr C Riley and unanimously **RESOLVED** that payments to the value of £23,027.50 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

**Table 1: Proposed list of payments 1 May 2025**

Code	Date	Description	Supplier	Net	VAT	Total
Land Management	04/04/2025	Stihl Oil	Honey Bros Ltd	11.99	2.40	14.39
Establishment Charges	10/04/2025	SALC Subscription 2025/26	Surrey ALC Ltd	1,845.00	0.00	1,845.00
Establishment Charges	10/04/2025	NALC Subscription 2025/26	Surrey ALC Ltd	548.10	0.00	548.10
Land Management	10/04/2025	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	32.78	6.56	39.34
Land Management	10/04/2025	Annual Standpipe Licence	Affinity Water Limited	431.20	0.00	431.20
Land Management	10/04/2025	Annual Standpipe Licence	Affinity Water Limited	36.80	7.36	44.16
Land Management	10/04/2025	Materials	TradePoint	25.58	5.12	30.70
Path to watercourse - Harry's Meadow	10/04/2025	Restoring path to Harry's Meadow	Stephen Gunner	580.00	0.00	580.00
Christmas trees/lights WS, Perry Hill	10/04/2025	Electrical supply Perry Hill Green - 01.03.25 -26.03.25	Octopus Energy Limited	8.49	0.42	8.91
Land Management	10/04/2025	DeWalt 25pc Drill Drive Set	Screwfix Direct Ltd	16.66	3.33	19.99
Revenue Costs Works Vehicle	10/04/2025	Van wash	Clay Lane Valeting Ltd	28.00	0.00	28.00
Chairman's Allowance	11/04/2025	Retirement sundries	Special Occasions	23.28	0.00	23.28
Chairman's Allowance	11/04/2025	Retirement sundries	Costco	12.98	2.60	15.58
Chairman's Allowance	11/04/2025	Retirement sundries	Costco	37.98	0.00	37.98
Establishment Charges	14/04/2025	PPE for Groundsman	Cluskeys CCP Ltd	48.40	9.68	58.08
Chairman's Allowance	14/04/2025	Retirement sundries	Tesco	4.80	0.00	4.80
Establishment Charges	14/04/2025	PPE for Groundsman	Cluskeys CCP Ltd	35.00	0.00	35.00
Establishment Charges	15/04/2025	PPE for Groundsman	Cluskeys CCP Ltd	65.00	13.00	78.00
Revenue Costs Works Vehicle	15/04/2025	Fuel for works van	Waitrose Shell	38.34	7.67	46.01
Section 137	16/04/2025	Grant 2025/26	Kent, Surrey & Sussex Air Ambulance	312.00	0.00	312.00
PC Grant Aid to Wards	16/04/2025	Grant 2025/26	Worplesdon Primary School	500.00	0.00	500.00
PC Grant Aid to Wards	16/04/2025	Grant 2025/26	Wood Street Infant School	500.00	0.00	500.00
IT budget	16/04/2025	OnePhone - phone charges - including mobile data	BT PLC	212.20	42.44	254.64
Land Management	16/04/2025	Materials	TradePoint	38.33	7.67	46.00
Safe Drive Stay Alive	16/04/2025	Safe Drive Stay Alive - Donation 2025/2026	Surrey County Council	606.00	0.00	606.00
Professional Advice	17/04/2025	Payroll services - qtr to 31/03/2025	Mulberry & Co	120.00	24.00	144.00
Land Management	17/04/2025	Installation of 4 bollards at Perry Hill Green	Stephen Gunner	232.00	0.00	232.00
Land Management	17/04/2025	Dig out, extra support & reinstate post at Harry's Meadow	Stephen Gunner	375.00	0.00	375.00

Code	Date	Description	Supplier	Net	VAT	Total
Establishment Charges	22/04/2025	Postage - Grass Cutting Contract	Post Office Ltd	8.75	0.00	8.75
IT budget	22/04/2025	Subscription 17.04.25 - 16.05.25	Adobe	16.64	3.33	19.97
Parish Office	22/04/2025	Water and sewerage charge - Unit 2 Saxton - 01.03.25 - 31.03.25	Castle Water	21.87	0.00	21.87
Establishment Charges	23/04/2025	Application fee- DBS check groundsman	Gov.uk	21.50	0.00	21.50
Establishment Charges	23/04/2025	A5 2025 Diary for groundsman	Mrs V C Fear - Oworks Ltd (Amazon)	2.49	0.50	2.99
Establishment Charges	23/04/2025	Food Waste Caddy	Mrs V C Fear - Amazon EU S.a.r.l., UK Branch	2.50	0.50	3.00
Establishment Charges	23/04/2025	Branding of Hi Vis Jacket	Guildford Signs	30.00	6.00	36.00
Establishment Charges	23/04/2025	Office supplies	Tesco	4.30	0.00	4.30
Professional Advice	23/04/2025	Legal advice - unregistered land at JW, and Reviewing tenders & licences	Surrey Hills Solicitors	1,100.00	220.00	1,320.00
IT budget	23/04/2025	Standard Fibre 76 Pro & Digital Line	BT PLC	55.95	11.19	67.14
Staff Costs	24/04/2025	Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's	Staff Costs	14,076.06	0.00	14,076.06
Staff mileage	24/04/2025	Mileage	Mrs V C Fear	31.20	0.00	31.20
Staff mileage	24/04/2025	Mileage	Mrs G F White	39.65	0.00	39.65
Establishment Charges	24/04/2025	Special Delivery - Overdue Invoice	Post Office Ltd	8.75	0.00	8.75
Establishment Charges	28/04/2025	Data Protection Act - Annual Fee	Information Commissioner's Office	47.00	0.00	47.00
IT budget	28/04/2025	Office 365 charges	BT PLC	384.30	76.86	461.16
<b>Total</b>				<b>22,576.87</b>	<b>450.63</b>	<b>23,027.50</b>

**b) Replacement light fittings in the first-floor Paish office**

The ceiling light fittings in the first-floor Parish office are now obsolete. The ballast of yet another light fittings has blown and the replacement ceiling fitting above the desks is too bright causing health and safety concerns for the staff.

As a result, quotations had been sought from Broadwater Electrical Contractors Ltd. Two different styles of lights (both of which are dimmable) had been proposed. The first option being 'Juno' would cost £3,775.12 & VAT. The second option being 'Spektrum' would cost £3,362.37 & VAT.

The Clerk had contacted the landlords who were happy for either option to be installed but would have chosen the 'Spektrum' option from personal choice.

Due to the health and safety concerns, it was proposed by Cllr T Wright, seconded by Cllr N Crampin, and unanimously **RESOLVED** that both the Standing Orders and Financial Regulations be waived to enable the quotation for Option B 'Spektrum' to be approved.

The costs to be met from the office sinking fund budget.

**2025-156 - Date of next Planning/General Purposes and Finance Committee meeting – 12 June 2025**

Draft minutes – Planning/General Purposes and Finance Committee 1 May 2025

Meeting closed 20:35

Signed:

Chairman of the Council

Date: 22 May 2025