



**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 3 July 2025**

**2025-214 - Present**

**Councillors:**

Cllr B Ahier, 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 Cllr Bill Akhtar and Mr R Watson were present for part of the meeting.

**2025-215 - Chairman's Announcements**

The Chairman gave the H&S announcements and referred to the Council's Standing Orders.

**2025-216 - 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 M Fance – Apologies and reason for absence were accepted by the Council. Cllr B Ahier and Cllr N Mitchell abstained from the vote.

Apologies were also received from Borough Councillors Cllr H Brooker and Cllr P Brooker, and County Councillor Cllr K Witham.

**2025-217 - Two-minute silence in memory of the late Cllr D Bird**

It was with immense sadness that Chairman announced the unexpected passing of Cllr D Bird on Thursday 19 June 2025.

Cllr B McShee said a few words about David, who joined the Parish Council in 2015. David had a keen interest in planning matters was always a cheerful member of the Parish Council and willing to help anyone who asked for assistance. A sympathy card had been hand delivered.

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

## **2025-218 - Public Participation**

Mr Watson addressed the Parish Council about two matters:

1. **The planning application for Hesters Yard** - Mr Watson advised that he is representing the existing businesses at Hesters Yard. Mr Watson requested the Parish Council object to this application citing his reasons for such an objection, which are odds with the Parish Council's previous decisions regarding Hesters Yard.
2. **Casual vacancy for Wood Street Village** - Mr Watson advised that he wishes to stand for co-option at the next Full Council meeting. A copy of the Councillor application pack to be issued to Mr Watson by the Clerk at the earliest opportunity.

## **2025-219 - Declaration of Non-pecuniary Interests**

Members declared the following non-pecuniary interests:

1. **Planning Application no: [25/P/00903 \(Hesters Yard\)](#)** – Cllr J Snowball declared that he knows one of the Trustees that manage this site.
2. **Item 22 – Fairwood Helpers** – Cllr B Ahier declared that she is the Parish Council's elected representative for this organisation.
3. **Items 17, 18, and 19 Hedge on common land beside no. 75 Wood Street Village Green, Wood Street Village Summer Show and Challengers' Jazz Festival** – Cllr B McShee declared that he is a member of the WSVa.
4. **Items 17, 18, and 19 Hedge on common land beside no. 75 Wood Street Village Green, Wood Street Village Summer Show and Challengers' Jazz Festival** – Cllr N Crampin declared that she is a member of the WSVa.
5. **Items 17, 18, and 19 Hedge on common land beside no. 75 Wood Street Village Green, Wood Street Village Summer Show and Challengers' Jazz Festival** – Cllr T Wright declared that he is a member of the WSVa and an active member of the Summer Show Team.

**2025-220 - 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.

## **2025-221 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

## **2025-222 - Amendments to the Register of Interests**

No declarations were made.

## **2025-223 - Declaration of gifts or hospitality over £50**

No declarations were made.

## **2025-224 - Borough Councillor's report**

Cllr Bill Akhtar gave the following report:

It has been a quiet few weeks.

1. Please accept my condolences of the passing of the late Cllr David Bird.
2. A number of **Press Releases** have been issued covering the following matters:
  - Air Quality Strategy
  - Tall Building Supplementary Planning document (six-week public consultation)
  - Weyside Urban Village – including the Burpham Court SANG which will be opened once the car park and paths are complete
  - Local Government Review – two proposals having been put forward (Surrey County Council’s for a two-unitary authority, Guildford Borough Council’s for a three-unitary authority)
  - Guildford Lido/Spectrum and Ash Manor leisure facilities (new 10-year contract)
  - Armed Forces Flag Raising
  - Heritage Days (12 – 14 September 2025)
  - Housing Performance levels Q4 – Guildford Borough Council is behind in its housing delivery target. To date only 75% of the housing delivery target has been met. It is likely that any sustainable development put forward will be approved. 500 homes remain below the Decent Homes standard. Guildford Borough Council plans, therefore, to either build on or sell structurally damaged homes.
2. **Wood Street SANG** – I have written to Julia McShane about this issue but have not yet received a response.

The Chairman thanked Cllr Bill Akhtar for his report.

A short Q&A session then took place during which the following matters were raised:

- SANG – Burpham Court Farm – the footpath is being constructed from a granular material, will these be rip rapped to prevent erosion, given the vulnerability of this location to severe flooding? The new footpath has effectively created a dam, which is likely to funnel water towards residential properties, please raise the Parish Council’s concerns about this matter with Guildford Borough Council.
- SANG – Wood Street Knoll – It is now six years but the SANG is still not open. Please express the Parish Council’s disappointment to Guildford Borough Council.
- Guildford Borough Council’s period of a call for sites has now ended, presumably the Wood Street SANG wouldn’t be eligible for housing development?
- The proposal for a Town Council for Guildford.
- The Weyside Urban development.
- When will the Stoke Park paddling pool be opened?

Cllr Bill Akhtar left the meeting at 19:54.

## **2025-225 - County Councillor’s report**

Cllr K Witham had provided a written report, which had been circulated to all Members via email on 1 July 2025.

The report did not contain any County Council updates. It did provide a report by Cllr P Brooker, which covered the activity of Guildford Borough Council.

Members of the Council expressed their disappointment that Cllr K Witham’s report did not make any reference to any activity of the County Council particularly given the tight deadlines for the Local Government Review.

**2025-226 - Local Government Reorganisation in Surrey - Public consultation (deadline 5 August 2025)**  
<https://www.gov.uk/government/consultations/local-government-reorganisation-in-surrey/proposals-for-local-government-reorganisation-in-surrey>

Worplesdon Parish Council noted the consultation by the Ministry of Housing, Communities and Local Government on proposals for Local Government Reorganisation in Surrey, which opened on 17 June 2025. The consultation invites responses from residents, local organisations/residents' associations and town and parish councils.

Two final proposals were submitted to the Government on 9 May 2025

These proposals are:

- a) **A two-unitary model** - supported by Surrey County Council, Elmbridge and Mole Valley Councils—which would establish East Surrey and West Surrey authorities.
- b) **A three-unitary model** - supported by Epsom & Ewell, Guildford, Reigate & Banstead, Runnymede, Spelthorne, Surrey Heath, Tandridge, Waverley and Woking Councils - proposing East, North and West Surrey authority areas.

A final decision will be made by central government in Autumn 2025, with potential Shadow Council elections in May 2026, and new unitary authorities becoming operational in April 2027.

The Council noted that both submitted proposals would see Worplesdon fall within a new “West Surrey” unitary authority. The Council acknowledged the following potential impacts:

- Changes in decision-making structures, with borough and county level responsibilities shifting to the new unitary authority.
- Potential revisions to planning, highways, and environmental services, which may alter current working relationships and protocols.
- Importance of retaining local representation for parished areas within a larger unitary structure.
- Possible need for increased liaison with the new unitary to ensure continuity of local service delivery and parish input. This proposed liaison arrangements are intended to be provided via Neighbourhood Area Committees. These bodies will be made up of the following organisations:
  - Health partners
  - Surrey Police
  - Education and business sector
  - Large Voluntary Community Social Enterprise groups
  - Local residents and community groups
  - Local councillors
  - Town and Parish Councillors

There are three pilot schemes currently in Surrey, which are located in the east of the county.

- Esher (Elmbridge)
- Dorking (Mole Valley)
- Oxted (Tandridge)

The Local Government Review process is proceeding at pace. Briefing webinars have been provided by both [Surrey County Council](#) and Guildford Borough Council.

Worplesdon Parish Council are following these webinars and are intending to respond to the government consultation by 5<sup>th</sup> August. It was agreed that a Working Party comprising of Cllr B Ahier, Cllr J Snowball, Cllr M Price and Cllr N Mitchell would formulate a draft response for the Council's consideration after Guildford Borough Council's webinar for town and parish councils to be held on 16 July 2025. This is to be

presented to the Planning/General Purposes and Finance Committee meeting to be held on Thursday 24 July 2025 to ensure the Parish Council's response is submitted to the Government by the deadline of 5 August 2025.

Worplesdon Parish Council also proposes to engage with the residents in Worplesdon through the use of an online questionnaire to understand the appetite of the residents about possible changes and additional responsibilities given the potential impact on the Parish Council's budget and staffing arrangements.

#### **2025-227 - Devolution – Briefing paper by the Clerk to the Council – Strategic level document**

The Clerk had prepared a Briefing Paper which dealt with this matter at a Strategic level. The Clerk had written to Nicola Kilvington, (Director of Corporate Strategy and Policy, Surrey County Council) regarding potential Community Asset Transfers as part of the devolution process. Ms Kilvington's response, advising that Surrey County Council is currently preparing a Community Asset Transfer policy, had been circulated to the Members via email in advance of the meeting.

#### **2025-228 - Devolution – Briefing paper by the Assistant Clerk – Detailed document relating to items which could potentially be transferred to Worplesdon Parish Council**

Due to pressure of work, the Assistant Clerk had been unable to complete her Briefing Paper in time for the meeting. This would be completed and circulated to the Members as soon as time permits. The Assistant Clerk's Briefing Paper will provide a detailed exploration of the assets across the Parish currently owned and operated by Surrey County Council and Guildford Borough Council, which could potentially be proposed as potential asset transfers in time.

It is imperative that the Parish Council understands the potential consequences and constraints that apply to each of the assets currently owned and maintained by the principal authorities.

One item that was discussed was the Wood Street Village Cricket Club. It is noted by the Parish Council that local organisations will also be able to directly apply to Surrey County Council for a Community Asset Transfer. It was considered by the Members that direct ownership of the cricket ground and cricket pavilion by the cricket club would provide the cricket club with a far greater say about its future and would also significantly reduce the administrative and financial burden on the Parish Council.

Following discussion, it was **RESOLVED** that the Parish Council write to both the Cricket Club and the WSVVA (Wood Street Village Association) advising both organisations of this rare opportunity. The cricket club's current 25-year lease is due to expire June 2028.

#### **2025-229 - Minutes of the previous meetings:**

It was proposed by Cllr B McShee, seconded by Cllr N Crampin, and unanimously **RESOLVED** that the minutes of the Annual Meeting held 22 May 2025 be approved and signed by the Chairman as a true record.

It was proposed by Cllr B Nagle, seconded by Cllr N Crampin, and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee Meeting held 12 June 2025 be approved and signed by the Chairman as a true record.

#### **2025-230 - Member vacancies**

A poster has been printed and delivered to every household in the Parish.

Other suggestions for community engagement were put forward. These included:

- Regular items about volunteering in the Parish Council's newsletter.
- Hosting a community engagement event in the Worplesdon Memorial Hall later this year in a bid to raise awareness of community volunteering opportunities across the Parish.
- Placing highlights from the published agenda on the Parish Council's Facebook page.
- Hosting monthly councillor surgeries.

It was noted that:

- Historically, the councillor surgeries had not been well supported by the community.
- Adding highlights from Council agendas to the Council's Facebook page had been trialled with minimal community interaction.
- Cllr B Ahier and Cllr M Price intend to attend Ash Parish Council's meeting to get a feel for how other Parish Councils engage with their communities. Ash Parish Council offers a public participation session of up to 25 minutes during their meetings.

Following discussion, it was agreed that the Parish Council proceed with hosting a Community Volunteering event in the Worplesdon Memorial Hall later this year.

#### **2025-231 - Planning Applications for consideration**

**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.

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

**Planning Application No: 25/P/00637 - 78 Oak Hill, Wood Street Village, Guildford, GU3 3ES -** Erection of part single storey, part two storey rear extension with roof lights, new single storey front porch and changes to fenestration.

It was **RESOLVED**: that the Parish Council object to this planning application on the basis that the size, scale and bulk of the proposed extension is contrary to the following planning policies: H4 1 (a), (b), and (c).

#### **Loal Plan Policy wording for H4 Housing Extensions and Alterations including Annexes:**

1(a) extensions have to respect the existing context, scale, height, design, appearance and character of, and have no unacceptable impact upon the adjacent buildings and immediate surrounding area;

(b) have no unacceptable impact on the amenities enjoyed by the occupants of adjacent buildings in terms of privacy and access to sunlight and daylight; and

(c) take into account the form, scale, height, character, materials and proportions of the existing building.

**Planning Application No: 25/P/00711 - Glebe House, Church Lane, Worplesdon, Guildford, GU3 3RU -** Application under Section 73 of the Town and Country Planning Act 1990 to vary condition 2 (Approved Drawings) to allow for the erection of a porch on the northern elevation of planning permission Ref: 24/P/00025 for the 'Erection of replacement front porch'.

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

**Planning Application No: 24/P/01855 - 2 Douglas Close, Jacobs Well, Guildford, GU4 7PB** - Proposed front porch, two storey rear extension and conversion of loft space to habitable accommodation.

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

**Planning Application No: 25/P/00799 - Beckdale House, White Hart Lane, Wood Street Village, Guildford, GU3 3EA** - Erection of a two-storey side and rear extension and new pitched middle roof, following the demolition of the all the single storey sections (side, rear and front).

It was **RESOLVED**: in the event that this planning application is approved, the Parish Council wishes to request the following conditions be applied:

1. Permitted Development Rights be removed.
2. A pre-commencement condition survey of the bridge situated over the watercourse (What3Words location [///outfitter.signs.curated](#)) must be carried out, together with a post condition survey - this bridge is an asset belonging to Surrey County Council. The bridge to be brought back to its pre-commencement condition at the cost of the planning applicant.
3. Due to the location of this dwelling, a Construction Method Statement should be required.

**Planning Application No: 25/P/00467 - The Bungalow, Clay Lane, Jacobs Well, Guildford, GU4 7NA** - Erection of a 3-bedroom self-build dwelling following demolition of existing bungalow.

It was **RESOLVED**: that the Parish Council submit a comprehensive objection to this planning application on the following grounds:

20:44 Richard Watson left the room.

1. Highway Safety – Substandard visibility and dangerous access
2. Inadequate parking and lack of turning space
3. Green Belt infringement
4. Impact on nearby environmental designations
5. Absence of tree and landscaping information
6. Drainage, utilities and sustainability
7. Orientation, solar gain and sustainability conflicts
8. Design conflicts and incomplete drawings

20:46 Richard Watson returned to the room.

Appendix 1 – Full 7-page objection

**Planning Application No: 25/P/00897 - 34 St Michaels Avenue, Fairlands, Guildford, GU3 3LZ** - Single storey rear extension, side dormer extension and garage conversion.

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

**Planning Application No: 25/P/00903 - Hester's Yard, 116 Oak Hill, Wood Street Village, Guildford, GU3 3ES** - Erection of 25 residential dwellings and 25 residential flats (including 25 affordable homes), parish building, including vehicular and pedestrian access, landscaping, car parking, play area, and community open space with youth and adult play.

It was **RESOLVED**: that this planning application be considered at the Planning/General Purposes and Finance Committee meeting on 24 July 2025, to give the Clerk time to read through the vast amount of supporting paperwork, which needs to be thoroughly scrutinised.

At 21:13 a fire alarm drill was carried out. It took 1 minute to safely evacuate the premises.

The meeting reconvened at 21:17.

#### **2025-232 - Hedge on common land beside no. 75 Wood Street Village Green**

The hedge was planted by a local resident in the 1970s. Surrey County Council does not regularly cut this hedge, consequently the hedge is protruding into White Hart Lane obscuring sightlines. Residents have created a petition asking Surrey County Council to cut this hedge right back to provide a 1m clear strip adjacent to the highway.

Following discussion, it was proposed by Cllr B McShee, seconded by Cllr B Nagle and unanimously **RESOLVED** that Worplesdon Parish Council would take on responsibility for cutting this hedge back twice per year (February and September), provided Surrey County Council is willing to grant its consent.

The maintenance works to be carried out by the Parish Council's Groundstaff.

#### **2025-233 - Wood Street Summer Show 19 July 2025**

Copies of the Show layout, insurance certificate, and risk assessment had been received from the Summer Show Committee and circulated to all Members via email in advance of the meeting.

Following discussion, it was proposed by Cllr N Crampin, seconded by Cllr S Ellahi and unanimously **RESOLVED** that the layout and risk assessment be duly approved.

#### **2025-234 - Challengers' Jazz Festival 20 July 2025**

Request received for permission to use the Wood Street Village Community Car Park as an overflow for the jazz festival, if necessary.

Following discussion, it was proposed by Cllr J Snowball, seconded by Cllr B Ahier and unanimously **RESOLVED** that permission be granted.

#### **2025-235 - Accident at the entrance to Fairlands**

This item was amalgamated with the issue of speeding across the Parish (minute number 2025-236).

#### **2025-236 - Speeding across the Parish**

The latest SDR (Speed Data Recorder) report had been received from Peter Harris, Surrey County Council.

Following discussion, it was proposed by Cllr B Nagle, seconded by Cllr B Ahier and unanimously **RESOLVED** that the Parish Council write to Surrey County Council to raise local concerns about the ongoing issues of (a) motorists failing to respect the 'no right turn' out of Fairlands. Whilst this may not have been a contributory cause of the accident on the A323 near the entrance to Fairlands, this issue still raises significant concerns amongst the local community, and (b) the levels of speeding at various locations across the Parish.



### **2025-237 - Fairwood Helpers**

The Chairman suggested holding a community event in the Worplesdon Memorial Hall later this year to help raise awareness of the various volunteering opportunities there are across the Parish. This was considered a suitable suggestion, and it was agreed the officers would take this forward, as soon as time permits.

Cllr B Ahier suggested the Parish Council contact Voluntary Action Southwest Surrey for their advice and support.

It was also agreed that volunteering opportunities would be advertised on a rotational basis in the Parish newsletter.

Mr Watson left the meeting at 21:38pm

### **2025-238 - Solar Farm – Blackwell Farm - To further consider what action is to be taken regarding the solar farm at Blackwell Farm**

Options to be considered: (a) requesting a meeting with Guildford Borough Council's Head of Planning (b) further financial contributions towards legal costs when formally requested by Compton Parish Council, and (c) to consider any other suggestions from members.

Following circulation of the notes of the meeting with Karen Stevens and subsequent discussion, it was agreed that no action would be taken until Compton Parish Council had received further legal advice.

### **2025-239 - Tree Inspection Report June 2025**

The annual tree inspection report had been received and circulated. Tree works - comprising the removal of oak processionary moth nests, minor tree works, and the removal of ivy/brambles etc from the base of trees is required.

Time permitting, the ground staff would be asked to carry out removal of the ivy and brambles.

It was proposed by Cllr N Mitchell, seconded by Cllr J Snowball and unanimously **RESOLVED** that the tree inspection report be approved and accepted.

*Power to spend: OSA 1906, ss 9 and 10*

### **2025-240 - Quarterly playground inspection reports**

The quarterly playground inspection reports had been received and circulated prior to the meeting. No immediate works are required.

It was proposed by Cllr B McShee, seconded by Cllr S Ellahi and unanimously **RESOLVED** that the reports be approved and accepted.

### **2025-241 - Community Emergency Hubs – Local resilience measures**

An enquiry had been received from Surrey County Council's Local Resilience Forum asking whether it would be possible to establish Community Emergency Hubs within the Parish. These are set up by the community and run by the community with very little input from 'official' grounds or responders. Their purpose is to be a safe place for local residents to come together during an incident or a disruption to daily life, where they can get and share reliable information, support each other, request and make offers of assistance etc.

It was agreed that, unfortunately, Worplesdon Parish Council doesn't have any suitable facilities to be able to offer, given its office facilities are outside the Parish but does have its Emergency Plan.

Covid did, however, admirably demonstrate that the communities of Worplesdon are very self-sufficient during an emergency event.

## 2025-242 - 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 J Snowball, seconded by Cllr B Nagle and unanimously **RESOLVED** that payments to the value of £18,077.75 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

**Table 4: Proposed list of payments 3 July 2025**

Code	Date	Description	Supplier	Net	VAT	Total
Land Management	02/06/2025	Materials	Cluskeys CCP Ltd	6.08	1.22	7.30
Land Management	02/06/2025	Materials	Argos Ltd	6.00	0.00	6.00
Revenue Costs Works Vehicle	11/06/2025	Fuel for works van	Waitrose Shell	37.86	7.57	45.43
IT budget	16/06/2025	OnePhone - phone charges - including mobile data	BT PLC	236.02	47.20	283.22
IT budget	17/06/2025	Subscription - 17.06.25 - 16.07.25	Adobe	16.64	3.33	19.97
Equipment Maintenance	18/06/2025	Keys for filing cabinets	De Raat Security Products Ltd	26.00	5.20	31.20
Parish Office	18/06/2025	Water and sewerage charge - Unit 2 Saxton - 01.05.25 - 31.05.25	Castle Water	21.77	0.00	21.77
IT budget	18/06/2025	ChatGPT Plus Subscription	OpenAI LLC	16.67	3.33	20.00
Land Management	19/06/2025	Materials	Tesco	12.00	0.00	12.00
Training	19/06/2025	LGR & Devolution Training 24 June 25 Cllr Crampin	Surrey ALC Ltd	45.00	9.00	54.00
Land Management	23/06/2025	2 x LED Worklights	TradeSparky	33.83	6.77	40.60
Contingency Fund	24/06/2025	3,600 Join the Parish Council leaflets	Knaphill Print Co Ltd	285.00	0.00	285.00
IT budget	24/06/2025	Standard Fibre 76 Pro & Digital Line	BT PLC	55.95	11.19	67.14
Parish Office	24/06/2025	External window cleaning	Trevor Porter Window Cleaning Service	21.00	4.20	25.20
Parish Office	24/06/2025	Servicing of the air con units in Unit 2 Saxton	Absolute Climate Ltd	175.00	35.00	210.00
Staff Costs	24/06/2025	Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's	Staff Costs	14,211.62	0.00	14,211.62
Staff mileage	24/06/2025	Mileage	Mrs G F White	30.23	0.00	30.23
Staff mileage	24/06/2025	Mileage	Mrs V C Fear	60.45	0.00	60.45
Staff mileage	24/06/2025	Mileage	Mr A Connor	41.60	0.00	41.60
Tree Surgery	24/06/2025	Nutrient Stem Injections of 5 Chestnut Trees	TGB Tree Consulting	450.00	0.00	450.00
Land Management	24/06/2025	Fuel for tools	Waitrose Shell	6.71	1.34	8.05
Parish Newsletter	26/06/2025	3,600 newsletters and Annual Reports	Knaphill Print Co Ltd	713.00	0.00	713.00
M'nance Bus Shelters/Seats Etc.	27/06/2025	Woodstain - dark oak - for benches	Brewers Decorator Centres	177.91	35.58	213.49
Bank Interest/Charges	30/06/2025	Bank charges - May 2025	Unity Trust Bank	6.00	0.00	6.00
Community Car Park	01/07/2025	Business rates - Community Car Park	Guildford Borough Council	101.00	0.00	101.00

Code	Date	Description	Supplier	Net	VAT	Total
Land Management	01/07/2025	Roll of Turf	Spooners Turf	4.20	0.00	4.20
Parish Office	01/07/2025	Business rates - Parish Office	Guildford Borough Council	1,073.00	0.00	1,073.00
Revenue Costs Works Vehicle	01/07/2025	Service plan - 18th instalment of 45	PlanMyService LLP	27.08	5.42	32.50
Revenue Costs Works Vehicle	01/07/2025	MOT Service plan - 18th instalment of 45	PlanMyService LLP	3.78	0.00	3.78
<b>Total</b>				<b>17,901.40</b>	<b>176.35</b>	<b>18,077.75</b>

**b) Bank reconciliation for May 2025**

The Finance Officer (FO) had prepared the bank reconciliation for May 2025 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 N Crampin, seconded by Cllr T Wright, and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendix 1 May 2025: Bank Reconciliation

**c) Monthly budget reports for May 2025**

The FO had prepared the budget reports for May 2025 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 B McShee, and unanimously **RESOLVED** that the budget reports be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendices 2 and 3 May 2025: Summary Budget Report, Net Position Report

**d) Damaged height barrier**

It has been drawn to the attention of the Parish Council, by a local resident, that the height barrier into the Jacobs Well Recreation Ground has been struck, is buckled, and therefore is harder to close because the barrier has to be lifted up a couple of inches to be resecured.

Quotations had been sought for (a) the height barrier to be repaired – cost £3,830 & VAT (b) the height barrier to be replaced – cost £6,482 & VAT.

The Grounds staff had checked the barrier. It is necessary to use a step ladder but lift the barrier into position, but it is perfectly feasible.

There is an alternative access into the Recreation Ground for residents using a high-security gate rather than the height barrier. Given there is an alternative access, Parish Council staff are willing to assist residents whenever needed, and the significant costs involved with repairing or replacing the height barrier, it was proposed by Cllr M Price, seconded by Cllr J Snowball and unanimously **RESOLVED** that no action be taken at this time, given the disproportionate cost to benefit ratio.

**e) Quarterly financial check – undertaken 25 June 2025**

Cllr M Price gave the following report:

First of all my thanks go to Councillor Nuala Crampin who assisted me with the above review.

I can confirm that all of the bank statements agree with the figures detailed in the Bank Reconciliation documents up to the 31<sup>st</sup> of May 2025, and that we continue to keep our accounts in line with the FSCS compensation scheme, whilst at the same time endeavouring to obtain the maximum interest from them.

There was one small discrepancy of £0.01, between the bank statement and payment list relating to the payment to TL Fund in April, (£9,076.45 compared to £9,076.44), which was due to a 'rounding up' error in the Excel Spreadsheet.

It was proposed by Cllr B Nagle, seconded by Cllr S Ellahi and unanimously **RESOLVED** that the quarterly report be approved and accepted.

**f) LGPS - Year-end pension return submitted to Surrey County Council on 4 June 2025 -**

In future, all submissions (monthly and annual) will be made by the Parish Council's payroll provider using i-Connect.

**g) Grant towards the St Mary's Church Double Flush funding**

A letter of thanks had been received from St Mary's Church. For information only.

**h) Drainage Report Coombe Lane**

A comprehensive drainage report had been undertaken, which had been circulated to all Members via email in advance of the meeting. The report recommended removal of all root ingress from the drainage system, together with the potential repair or replacement of the drainage pipe beneath the driveway to Perry Hill Farm and the potential creation of a headwall at this location to prevent detritus being swept into this pipe.

In a bid to minimise the risk of flooding to an adjacent dwelling, the Clerk had already accepted the cost of the root removal works. Cost £750 & VAT.

The construction of a headwall would be £550 & VAT, and the patch lining repair would be £1,950 & VAT.

It was proposed by Cllr B McShee, seconded by Cllr S Ellahi and unanimously **RESOLVED** that an alternative quote and advice be obtained from T J Hunt (Contracting) Ltd but that a budget of £3,500 & VAT be set aside for the anticipated additional works.

*Power to spend: Public Health Act (PHA) 1936, s260*

This item is to be on the agenda of the next Full Council meeting.

**2025-243 - Clerk's Report**

**a) Bridleway 444 (section between Keens Lane and Pitch Place Green)** - Surrey County Council's contractors have resurfaced the bridleway, which has vastly improved access to Pitch Place Green. The bridleway will now be usable all year round.

**b) Proposed creation of a town council for Guildford** - For information only.

**c) Tree Supplements – Horse Chestnut Trees** - For Health & Safety reasons a number of Horse Chestnut trees at Perry Hill Green and Pitch Place Green have been injected with supplements to improve their overall health following canker. Action taken under delegated authority.

**d) Thermoplastic Linings Worplesdon Play Area** - The thermoplastic linings on the MUGA surfacing have been improved and enhanced.

- e) **Meeting held with the National Flood Forum and Surrey County Council on Monday 23 June** - For information only.
- f) **Surrey Hills National Landscape (AONB) Boundary Review Project** - Natural England has published its Second Consultation Analysis Report within which you can read the full results and next steps here: <https://consult.defra.gov.uk/ne-landscape-heritage-and-geodiversity-team/surrey-hills-boundary-variation-2nd-consultation/>. Any comments should be referred to the project team at [SurreyHillsAONBboundaryreview@naturalengland.org.uk](mailto:SurreyHillsAONBboundaryreview@naturalengland.org.uk).
- g) **Free Met Office training available** - Online Community Resilience Course Prospectus - July to December 2025. Click (to book) on the date of the course you wish to attend (table below) or email [training.cca@metoffice.gov.uk](mailto:training.cca@metoffice.gov.uk):

Course Title	Course Duration (1.5 hrs)	Course Duration (1.5 hrs)
Calendar of Courses Met Office Information, Products and Services	<a href="#">6th August</a>	<a href="#">9th December</a>
Winter Weather Hazards	<a href="#">1st October</a>	<a href="#">10th November</a>
Climate Change and Community	<a href="#">9th September</a>	<a href="#">18th November</a>

## 2025-244 - Chairman's Report

This report covers the period of 22 May to 2 July 2025.

It's been a difficult 6 weeks since my last report with the heatwaves and the loss of Cllr David Bird.

### Community Speed Watch

Deployments have continued across the parish and unfortunately the data still indicates an increase in speeding across the parish.

### 22 May

During the late morning and early afternoon, I attended Cllr Gordon Adam's funeral. I was pleased by the number of councillors who attended and that all of our officers also attended.

In the evening at the Full Council Meeting, I was installed as Chairman for the municipal year and was pleased that Cllr Mike Price accepted the role of Vice Chairman and I am sure he will find it interesting. Taking the role on a Cllr does not have to be expert in planning issues, we have been blessed for the last 10 years with members who have worked professionally in the process, so I respectfully suggest that Cllr's consider if they can take on the role in following years.

### 23 May

I attended the planting of the flower planters at Perry Hill by students of Merrist Wood College. It was interesting to watch how the students considered the planting with the available plants and grasses.

We have received positive comments about the planting at Perry Hill and communicated the same to Merrist Wood College.

Before the students arrived, I took the opportunity to inspect the watercourse to the south side of Perry Hill and even without a camera inspection it was obvious that the unrestricted flow of surface water was being reduced by tree roots.

I took the advantage of sitting at the bench at the northern end of Perry Hill Green so that I was not interfering with the students' work, a member of staff from Merrist Wood was carrying out an assessment on the Tutor and also used the bench.

### **27 May**

The Clerk Gaynor White and I attended a cluster meeting with Normandy Parish Council and Pirbright Parish Council. The meeting is informal and not minuted, and therefore the details of the discussions remain with the attendees.

Items that were discussed included the following

- Devolution
- The sale of Merrist Wood Golf Club
- Surrey Hills Summer Fair at Merrist Wood College
- Maryland
- Blackwell Farm Solar Farm
- The RTA at Fairlands on 14 May
- The Traveler Funeral on 10 June
- A planning application for 1000 dwellings in Normandy
- The spreading of silt from the pond at Pirbright on the green (saving disposal costs and promoting growth)

### **12 June**

In the absence of the Vice Chairman Cllr Mike Price, I chaired the General Purposes meeting.

In his absence Cllr Mike Price was elected Chairman for future General Purposes meetings during the Municipal year.

### **19 June**

I attended the Zoom meeting with Karen Stephens (representing Compton Parish Council) about the Blackwell Farm Solar Farm.

The meeting was also attended by Cllrs Mike Price, Nuala Crampin, Jonathan Snowball, and Brigitte Ahier, the Clerk Gaynor White and the Assistant Clerk Victoria Fear.

### **30 June**

I carried out the Annual Appraisal of the Clerk Gaynor White before it is presented to the Staffing Committee on 4 July.

### **3 July**

I logged onto the Cllr Zoom Forum and noted that Cllr Nuala Crampin was also logged on.

There was a total of 40 participants on the Forum and slides from the forum will be shared by SALC, I strongly suggest that Cllr's review the slides as there are details of additional training and areas where possible costs will be flowing down due to reorganization within it.

The agenda for the meeting was as follows:

1. Local Government Reorganisation Update
2. SALC and NALC Key Updates
3. Surrey Greener Futures Update
4. Budget Planning and Precept Setting

Taking each element in turn

#### **Local Government Reorganisation Update**

This is still the hot topic at the moment.

Recently Neighbourhood Area Committees (NAC) were added to the process. It is possible that there will be 10 NAC's within the West Unitary, and Parish Councils will be included as representatives on the Committee. It is unknown how these NAC's will operate but they could include Police, Emergency Services, Health Services, Residents Associations, which to my mind sounds like a huge body of interested parties. Funding is unclear but NAC's may have the power to issue grants. There are currently 3 pilot NAC's that have come into

existence today (2/7) details of which are on the SCC Website, it was suggested that Parish Councils would have a seat on the appropriate NAC, but as only a 3<sup>rd</sup> of Surrey has Parish Councils this seems to be at odds with the current or future local government structure. Further details are required. There is no detail of how minutes or actions will be organised for the NAC meetings.

Funding of the NAC's is to be a through process, and the committees may meet on a 2 monthly basis.

SCC wants the NAC's to have teeth through the Community Reference Officer.

There is a consultation currently available which Parish Councils can respond to, it is on the agenda for the full council on 3 July, the submission date is 3 August before our next full council meeting. Question 8 in the consultation appears to be how communities should be engaged with.

There is a webinar being organized by GBC on 16 July at 3-4pm.

The webinar on 3 July was not discussed or highlighted.

There are no details of the size or details of the Mayoral Strategic Authority.

The question of debt within current councils was raised and it was suggested that this should be addressed at the forthcoming webinars.

SCC are currently reviewing all assets with a view to which can or will be transferred down.

There will be no contract interruption, existing ownership will be novated to the new Unitary.

### **SALC and NALC Key Updates**

Remote and hybrid meetings are coming, and an example of such a meeting will be demonstrated at the conference in November.

Numbers are limited to 80 in person at the conference, but others can join online.

Standing Orders are to be updated (AGAIN).

The Employment Rights Bill is coming and will have an impact on all Employers (Members are Employers). There is a webinar on the Bill on 18 September which I suggest Staffing Committee attend.

Neighbourhood Planning Funding is to be axed by Central Government.

There is a new book out Local Councils Explained (available on the SALC website) it is easier than Arnold Baker we are told.

There is a Planning Application Response Guide (also available on the SALC website). This document provides a strategy for submitting stronger constructed comments on Planning Applications.

### **Surrey Greener Futures Update**

SCC are planning for the council to be Zero Carbon by 2030, and the county by 2050. These objectives will flow into the Strategic Mayoral Authority and the Unitary Authorities.

The presentation was rather rushed, but the conclusion was to my mind if we wish to increase our greener credentials, we will have to employ more staff to carry out such work as engaging with landowners, identifying area for protection or improvements, engaging with local residents.

### **Budget Planning and Precept Setting**

Financial Regulations now state in **BOLD LETTERS** councils must calculate a budget and from this set a precept. When the precept is set there needs to be a clear statement including the timeline that the budget was presented to Council and from this the Precept was set.

Items to consider when setting the budget

- Staff Costs - are additional staff required because of Devolution
- Legal Fees – Due diligence on documentation
- Future projects
- Replacement of assets due to age or damage

- Insurances – Increased assets due to Devolution
- IT Equipment

The above are examples of possible increases in the budget.

Now with Devolution staring us in the face it would be a good time to update the Business Plan.

During the Autumn there is another consultation on the Practitioners' Guide, this sets out the rules for year-end reporting and effects parishes with a precept of less than £200,000, so WPC does not need to be concerned, although officer feedback on the new SAPPP guidance is being sought.

**David Bird's funeral**

David's funeral is being held at Guildford Crematorium at 12 noon on 17 July 2025.

**2025-245 - Items for the next Full Council Meeting Agenda**

- a) **Use of Harry's Meadow for community events by the Jacobs Well Social Club** - e.g. music events, car boot sales, fun fairs or similar events.

**2025-246 - Date of next meeting – Full Council Meeting Thursday 14 August 2025 - 19:30.**

Meeting closed 22:07

Signed:

Chairman of the Council  
Date: 14 August 2025