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NOTICE OF MEETING

Wednesday 18 September 2025

To: All members of the Council

You are hereby summoned to attend the **Full Council Meeting** of Worplesdon Parish Council to be held in the **Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX** on **Thursday 25 September 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. **To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40.**
2. **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.**
3. **Co-option of Councillor - Vacancy in the Ward of Wood Street - To consider the application received and to consider the appointment of the applicant, if deemed suitable.**
4. **Presentation by Neame Associates regarding the proposed redevelopment of Hill Place Farm, Wood Street Village – to be followed by a short Q&A session.**
5. **Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct.**
6. **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).**

7. To receive and consider written requests for new DPI dispensations, if any.
8. Amendments to the Register of Interests.
9. Declaration of gifts or hospitality over £50.
10. Borough Councillor's report (5 mins).
11. County Councillor's report (5 mins).
12. 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 - 14 August 2025
- Planning/General Purposes and Finance Committee Meeting - 4 September 2025
- Staffing Committee Meeting - 18 September 2025

13. **Carols on Wood Street Village Green** – To consider the application received from the WSVa.
14. **Devolution – Briefing paper by the Assistant Clerk** - specifically relating to assets currently leased by Surrey County Council to Worplesdon Parish Council and other assets to be considered as potential asset transfers - For the Council's consideration.
15. **Horse field Salt Box Road - In November 2025 Guildford Borough Council's Executive is to consider the potential sale of the horse field beside Salt Box Road.** To consider creating a Business Plan to enable the Parish Council to submit a speculative Community Asset Bid.
16. **Bench - Perry Hill Green** - To reconsider relocating the bench at the northern end of the Green.
17. **Replacement member Planning/General Purposes and Finance Committee following the loss of Cllr D Bird** - To appoint a permanent replacement on the Planning/General Purposes and Finance Committee.
18. **Consultation Proposed changes to the [Surrey Pension Fund's Administration Strategy](#).** To consider the Parish Council's response, if any - Deadline for responses **25 October 2025**.
19. **JWRA funding – to consider how to best utilise the monies remaining for the dissolution of the JWRA in 2023. Monies available: £3,770.55**
Possible options: Silent soldier, replacement goal posts Jacobs Well Rec, permanent Christmas tree?
20. **Community Governance Review – Guildford Borough Council** - The potential creation of a Town Council for Guildford. To consider the Parish Council's response. Deadline for responses **28 September 2025**.
21. **Community Volunteering Event – Wednesday 14 October 2025** - To receive an update from the Clerk to the Council.
22. **Planning Applications for consideration:**

Planning Application No: [25/P/01189](#) - Tamara, Rydes Hill Road (Chittys Common), Guildford, GU2 9UQ
Erection of a single storey front & rear extension with alterations to fenestrations following demolition of existing rear extension and partial demolition of garage.

Planning Application No: [25/P/01194](#) - Queen Anne Farm, Jacobs Well Road, Jacobs Well, Guildford, GU4 7PA - Erection of ground floor side extension and two storey rear extension with external spiral staircase, balcony, roof lights and lanterns and changes to fenestration, following demolition of existing ground floor extension

Planning Application No: [25/P/01212](#) - Stringers Barn, Salt Box Road, Guildford, GU4 7PX - Erection of 6-stable barn following demolition of existing stable block.

Planning Application No: [25/P/01044](#) - 151 Applegarth Avenue, Guildford, GU2 8LP - Change of use from an existing dwelling house (C3 class) to a 7-bedroom HMO under Sui Generis use.

Planning Application No: [25/P/01256](#) - 170 Frog Grove Lane, Guildford, GU3 3HD - Alterations to the roof including extension, insertion of front dormer window, rooflights, Juliet balcony and single storey rear extension.

23. Finance:

- a) Proposed list of payments to be tabled at the meeting for approval** - Payment list to be signed by the Chairman.
- b) Bank reconciliation August 2025** - To approve the bank reconciliation for August 2025.
- c) Monthly budget reports for August 2025** - To approve the monthly budget reports for August 2025.
- d) Notice of Conclusion of Audit** - An unqualified audit had been received from PKF Littlejohn LLP. The Notice of Conclusion of Audit and Section 1 to 3 of the Annual Governance and Accountability Return were posted on the noticeboards and website on 5 August 2025 in accordance with the Accounts and Audit Regulations. To approve the audit report.
- e) Replacement playground equipment – Fairlands and Worplesdon** - To receive and consider the quotations received and to decide which quotation represents the best value.
- f) Tree surgery required as a result of the annual tree inspection report** - To consider the various quotations received and to accept the 'best value' quotation.
- g) Quarterly financial report** - To receive and approve Cllr M Price's report.
- h) Insurance renewal 1 October 2025 (Year 3 of the 3-year agreement)** - To consider the proposed policy schedule amendments as per the Officers' recommendations.
- i) Grant aid application Rydes Hill Scouts** - To consider the request for a grant of £495 towards a new cotton bell tent.
- j) Replacement Chairman's Badge of Office** - To consider replacing the current badge of office to more accurately reflect the Parish Council's updated branding.
- k) The late Dr Paul Cragg** - To consider making a charitable donation in memory of the late Dr Paul Cragg.

24. Clerk's Report

- a) Semaphore stone St Mary's Churchyard** - The ground staff will attempt to clean up this commemorative stone. If that attempt fails, the memorial stone may need to be fully restored by a professional stone mason.

25. Chairman's Report

Pursuant to 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 are to be excluded from the meeting.

- 26. Permanent appointment of a part-time Groundsman** - To consider/approve the recommendations of the Staffing Committee.
- 27. Payment of overtime and changes to the office staff contracts of employment to reflect current practices.**
- 28. Items for inclusion on future agendas** - To receive any suggestions from members.
- 29. Date of the next Full Council** - Thursday 6 November 2025 - 19:30.