



**Minutes of the Full Council Meeting held in the
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX
at 7.30pm on Thursday 25 September 2025**

2025-313 - Present

Councillors:

Cllr B Ahier, Cllr G Burch, Cllr S Busby, Cllr Radford Chancellor (co-opted at the start of the meeting), Cllr N Crampin, Cllr N Mitchell (Chairman), Cllr B Nagle, Cllr M Price, Cllr R Watson, 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 Councillors Cllr Honor Brooker and Cllr Philip Brooker, County Councillor Cllr K Witham, Mr Radford Chancellor, Alex Waugh, (Chairman of the Wood Street Village Association), Mr Andrew Farquhar, David Neame, and eight residents were present for part of the meeting.

2025-314 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Apologies and reasons for absence were received from:

Cllr S Ellahi, Cllr M Fance, Cllr B McShee, and Cllr C Riley.

Each of the apologies was considered in turn.

The Members' apologies and reasons for absence were accepted and approved albeit there were five abstentions regarding Cllr M Fance's absence from the meeting.

2025-315 - Public Participation

No members of the public wished to address the Council.

2025-316 - Co-option of Councillor - Vacancy in the Ward of Wood Street

Mr Chancellor gave a three-minute presentation to the Members outlining his reasons for wishing to join the Parish Council. This was followed by a short question-and-answer session.

At 19:37 the Clerk and Assistant Clerk accompanied Mr Chancellor, the borough councillors, county councillor, and members of the public upstairs, whilst Members considered Mr Chancellor's application. At 19:47 the Clerk, Assistant Clerk, borough councillors, applicants, and members of the public returned to the Council Chamber.

Members then cast their votes. The Clerk counted the votes, which were verified by the Chairman. The Chairman announced that Mr Chancellor had been duly co-opted onto the Parish Council and congratulated him on his co-option onto the Parish Council.

Mr Chancellor was provided with his Welcome Pack, signed his Declarations of Acceptance of Office, and completed his consent form to receive summonses by email. Mr Chancellor then took his seat at the Council table.

Mr Chancellor was warmly welcomed by those present, and the existing Members introduced themselves before the remaining business of the meeting was conducted in full.

2025-317 - Presentation by Neame Sutton Associates regarding the proposed redevelopment of Hill Place Farm, Wood Street Village

Mr Neame (Neame Sutton Associates) gave a brief presentation to the Meeting setting out the planning grounds on which the applicant intends to submit his planning application to Guildford Borough Council. These are fundamentally based around the changes to the National Planning Policy Framework (NPPF) December 2024 which the developer asserts would now be considered Grey Belt and read out the NPPF glossary definition.

Mr Farquhar then gave a PowerPoint presentation setting out his vision for the site, explaining that there have been multiple changes to the design scheme as a result of pre-application advice from Guildford Borough Council. Whilst 18 new homes have been proposed in this iteration of the design scheme, the plans continue to evolve.

Appendix 1 – Guildoak's PowerPoint presentation

Mr Waugh raised a number of questions and concerns, as did several other residents and Councillors. These were:

1. Serious concerns about the capacity of the drainage system, particularly during storm events.
2. Lack of riparian ditch works being carried out by multiple landowners in Frog Grove Lane over which the developer will have no control.
3. Wood Street Village is a dark skies zone – street lighting is not desired by the villagers.
4. The potential impact on the views into and out of the Conservation Area/village green.
5. What percentage of Biodiversity Net Gain (BNG) will be provided by the proposed development?
6. Who will manage the proposed development?

Mr Farquhar sought to provide residents with assurances that:

1. The development will ensure a better than greenfield run-off. This would be achieved by ensuring the ditches and culverts within the proposed development site are cleared and regularly maintained.
2. The Environment Agency has the right to ensure Riparian Ownership Rights.
3. The road would be privately maintained and only low level downward facing lighting would be utilised. PIR sensitive lights would be used on the dwellings.
4. Removal of the existing run-down metal outbuildings and the introduction of bespoke dwellings would enhance the view from the Green.

5. A new pond will be provided as part of the scheme. The BNG calculations have not yet been calculated but it is expected they will exceed the minimum requirements. The existing pond has dried up. Whilst the bat survey concluded there were no roosting or emerging bats provision for roosting or emerging bats will be made within the proposed development.
6. A management company will be responsible for the development, albeit Mr Farquhar wished to retain ownership of one of the properties.

The Chairman thanked Mr Neame and Mr Farquhar for their presentation.

At 20:20 Mr Waugh, Mr Neame, Mr Farquhar and the residents left the meeting.

2025-318 - Chairman's Announcements

The Chairman gave a number of announcements to the Meeting.

2025-319 - Declaration of Non-pecuniary Interests

Cllr G Burch declared a non-pecuniary interest in item 16 of the agenda (Perry Hill Green bench).

2025-320 - 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.

2025-321 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

2025-322 - Amendments to the Register of Interests

No declarations were made.

2025-323 - Declaration of gifts or hospitality over £50

No declarations were made.

2025-324 - Borough Councillor's report

1. Senior Staffing Changes

Richard Bates, Joint Strategic Director for Finance (serving both Guildford and Waverley Borough Councils), has announced his intention to step down in December 2025 on grounds of family health reasons. The Borough Council is very sad to see Richard leave the organisation.

In addition, four director-level resignations have occurred within the organisation.

2. Assets of Community Value – White Hart Pub, Wood Street Village

The White Hart public house has been registered as an Asset of Community Value (ACV). The Overview & Scrutiny Committee considered the ACV nomination and confirmed its registration.

3. Reduction in Communications Staff & Joint Committee Formation

The number of communications (comms) staff across Guildford and Waverley Councils has been reduced from four to three.

A joint communications function between the two councils is due to come into effect from Full Council on 23 October 2025.

4. Comparison with Waverley Council

The Council agreed to check recent press releases from Waverley Borough Council to verify whether similar administrative recommendations have been passed there and whether analogous joint arrangements are being adopted.

5. Outstanding Work and Financial Overspend in Planning

It was reported that there are approximately **8,000 uninspected items of work** outstanding. The planning department is currently projecting a **substantial overspend**, estimated in the millions, due to increased demand and staff pressures.

A future report (subject to exemption) is to be brought back to Full Council (anticipated 21 October 2025), including legal advice if required.

Costs relating to “Weyside override” or increased costs on village properties have significantly increased; the report will examine means by which these can be contained or mitigated via alternative funding.

Separately, a sum of **£475,000** has been identified as the isolated cost associated with houses currently under construction (excluding land costs). The indexation for land price inflation and value for money benchmarks will be included for scrutiny.

The Chairman thanked Cllr P Brooker for his report.

2025-325 - County Councillor’s report

A copy of Cllr K Witham’s September 2025 report had been circulated to all Members via email in advance of the Full Council meeting.

Elections 2026

Cllr Witham’s report advised that when Surrey County Council and Guildford Borough Council are abolished and replaced by the new West Surrey Council, he will have served as the local County Councillor for 15 years.

Cllr Witham confirmed that he will not be seeking election to the new authority in May 2026 and will continue to serve for the remainder of his current term.

Elections to the new West Surrey Council will take place in May 2026, with each division (including Worplesdon) electing two councillors. Cllr Bill Akhtar and Mr Jonathan Lord have been selected as the Conservative candidates for the new Worplesdon Division.

It was noted that boundary changes mean the Broadacres/Oakfields area will move into the new Guildford West Division for future elections.

Cllr Witham expressed his appreciation to residents across the division for their support over the years and confirmed that he will continue to represent the community until the end of his term.

The Parish Council expressed its sincere appreciation to Cllr Witham for his long and dedicated service to the community.

Local Government Reorganisation and Local Plan Update

Cllr K Witham had forwarded a copy of a letter to the leader of Surrey County Council from the New Secretary of State (The Rt Hon Steve Reed OBE, MP).

The Members noted that the Government's decision regarding the structure and geographical boundaries of the proposed new unitary authorities in Surrey is expected to be announced in mid-October. Once confirmed, this will provide the necessary clarity for councillors and officers across the county to begin developing implementation plans for either the amalgamation or de-aggregation of services.

Cllr Witham reported that he had sought clarification from Cllr Fiona White (Guildford Borough Council) about the timetable for adoption of the Guildford Local Plan. Cllr White confirmed that the timetable remains as published.

It was further noted that both Guildford Borough Council and Surrey County Council will be abolished midway through the Local Plan timetable, and that Worplesdon will form part of the new West Surrey Council irrespective of the structural outcome determined by Government.

Cllr K Witham left the meeting at 20:41.

The Councillors **RESOLVED** to bring the horse field agenda item forward to enable the borough councillors to listen to the debate.

2025-326 - 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

The Clerk had prepared a Briefing Paper which had been circulated via email to all Members in advance of the Meeting. The Clerk had also prepared an outline Business Case for future consideration.

Members discussed the potential community asset transfer of the parcel of land known locally as "the horse field" off Salt Box Road.

The Council considered a range of preliminary questions, including: the purpose and potential community benefit of acquiring the land; the intended users; possible future uses such as a community garden or amenity space; and the wider implications of taking on new assets in the current period of uncertainty regarding local government reorganisation.

Members recognised that this could serve as a valuable "test case" to explore the principles and process of asset transfer, and that any proposal would require a clear and concise value proposition articulating why the Council might wish to pursue the opportunity and how it would benefit the community.

Issues discussed included: access constraints via Mount Pleasant; the poor sandy soil; the land's historic use and ecology (including the presence of ground-nesting birds); fencing and maintenance implications; and potential uses and income generation opportunities. Consideration was also given to the importance of establishing clear community support and demonstrating tangible benefit to residents, balanced against possible environmental sensitivities and the lack of vehicular access.

It was noted that Guildford Borough Council's Executive is expected to consider the potential sale of the site in November 2025, and that the Borough Council would be seeking to achieve *best value* for the land. Should the Parish Council wish to pursue a community-led alternative, a speculative Community Asset Transfer (CAT) request would need to be submitted, supported by evidence of local community backing.

Approved by the Full Council – 6 November 2025

Following discussion, it was proposed by Cllr Beth Nagle, seconded by Cllr Richard Watson, and unanimously **RESOLVED** that a Working Party be established to develop an initial value proposition for consideration by the Council. The Working Party would comprise Cllrs Geoff Burch, Sally Busby, Radford Chancellor, Nigel Mitchell, and Jonathan Snowball.

2025-327 - Minutes of the previous meetings:

It was proposed by Cllr T Wright, seconded by Cllr B Nagle, and unanimously **RESOLVED** that the minutes of the Full Council Meeting held 14 August 2025 be approved and signed by the Chairman as a true record.

It was proposed by Cllr B Ahier, seconded by Cllr S Busby, and **RESOLVED** that the Planning/General Purposes and Finance Committee Meeting held 4 September 2025 be approved and signed by the Chairman as a true record.

It was proposed by Cllr J Snowball, seconded by Cllr M Price, and **RESOLVED** that the minutes of the Staffing Committee Meeting held 18 September 2025 minute number 2025-312 be expanded to include the following text:

“Discussion then took place regarding the office staff’s workload. It was acknowledged that the workload is increasing, and the staff are struggling to get the work completed within their contracted hours. Cllr J Snowball advised that there are members with IT and other skills which, when shared, may help to reduce the pressure on the staff.

It was agreed that councillors are welcome to spend some time in the office, to share their experience and to help identify areas that could be streamlined.”

The Chairman signed the revised minutes as a true record of the meeting.

2025-328 - Carols on Wood Street Village Green

An electronic application had been received from the Wood Street Village Association (WSVA), which had been circulated to all members via email in advance of the meeting.

The WSVA has already provided a copy of their public liability insurance (£10m).

It was proposed by Cllr B Nagle, seconded by Cllr B Ahier, and unanimously **RESOLVED** that consent be granted subject to the receipt of a comprehensive risk assessment.

2025-329 - Devolution – Briefing paper by the Assistant Clerk

The Assistant Clerk was complimented on her excellent briefing paper.

The Clerk and Groundstaff had carried out a quick visual survey of the four play areas prior to the meeting, as these may potentially be devolved to the Parish Council as part of the Local Government Review. The visual inspection found a number of faults with the gates, fencing, surfacing, and equipment. A ballpark figure for the requisite repairs had been calculated at £64,000. The Clerk advised that taking on the ownership of these play areas would result in considerable ongoing liabilities. The grounds of the Broadacres and Roman Farm Road MUGA (Multi Use Games Area) contain a significant number of mature trees.

It was agreed that this item would be deferred until the next Full Council meeting to give members an opportunity to review the information provided by the Clerk.

Approved by the Full Council – 6 November 2025

2025-330 - Bench - Perry Hill Green

The position of the bench was discussed at length.

It was agreed that a decision on this item would be deferred until the next Full Council meeting.

2025-331 - Replacement member Planning/General Purposes and Finance Committee following the loss of Cllr D Bird

Cllr S Busby and Cllr R Watson were appointed as permanent members on the Planning/General Purposes and Finance Committee for the municipal year 2025/2026 following the sad loss of Cllr D Bird.

2025-332 - 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**

It was agreed that the Parish Council would make no comment regarding this consultation.

2025-333 - 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 Recreation Ground, permanent Christmas tree?

It was agreed that due to time constraints this item be deferred until the Planning/General Purposes and Finance Committee meeting.

2025-334 - 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.

It was proposed by Cllr M Price, seconded by Cllr J Snowball and unanimously **RESOLVED** that the Parish Council respond to this public consultation supporting the creation of a single Town Council.

2025-335 - Community Volunteering Event – Wednesday 15 October 2025

The Clerk advised that, to date, 18 organisations had indicated their desire to attend this event.

Cllr B Ahier advised that Guildford Walking for Health had not received their invitation. It was agreed that the invitation would be re-sent.

Councillors were asked for their assistance with setting up and tidying away.

2025-336 - 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.

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

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.

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

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.

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

1. Increase in footprint and overall scale

The proposed development represents a material increase in built form and footprint within the countryside. This is contrary to Policy P2: Green Belt and Policy D1: Place Shaping of the Guildford Local Plan (2019), which require development to respect the character and openness of the Green Belt and rural setting.

2. Proximity to listed building

Stringers' Barn is a Grade II listed building, and the Parish Council considers the proposals may adversely affect its setting. This is contrary to Policy D3: Historic Environment of the Guildford Local Plan (2019) and NPPF para. 208–212, which require heritage assets and their settings to be conserved in a manner appropriate to their significance.

3. Increase in overall height and roof area (when taken in combination with the ménage roof, which is being considered under a separate planning application 25/P/01126)

The proposed ridge height (5.031m) and significant expansion of the roof area (particularly given the choice of roofing material being proposed composite cladding) would be visually intrusive and out of keeping with the rural context. This conflicts with Policy D1: Place Shaping and Policy P2: Green Belt, which require development to be proportionate and sympathetic to its surroundings.

4. Lack of biodiversity enhancements

The application does not propose any improvements to biodiversity. In line with Policy ID4: Green and Blue Infrastructure and Policy P1: Surrey Hills Area of Outstanding Natural Beauty (where relevant), the Council requires that all mitigation measures and biodiversity enhancements recommended within the applicant's Ecological Report be secured by condition. NPPF para. 179-182 also requires measurable biodiversity net gain.

5. Surface water run-off and flooding

The Parish Council notes the flooding issues that arise from Britten's Pond to the River Wey. The application provides insufficient information on surface water attenuation. This is contrary to Policy P4: Flooding, flood risk and groundwater protection of the Guildford Local Plan, which requires development to ensure that flood risk is not increased elsewhere. Conditions must require full sustainable drainage measures to attenuate run-off.

6. Future use of the stables

The Council requests a condition that, should the stables no longer be required, they must not be converted to residential use and must remain ancillary to the main dwelling. This is consistent with Policy P2: Green Belt and Policy D1: Place Shaping, which aim to prevent inappropriate development in the countryside.

7. Non-commercial use of the stables

The Council requests a condition that the stables must not be used for commercial purposes, such as livery or hire, to ensure the intensity of use remains appropriate to the rural setting. This is

consistent with Policy P2: Green Belt and Policy D1: Place Shaping, which seek to protect the character and amenity of the countryside.

Conclusion

For the reasons set out above, Worplesdon Parish Council considers the proposed development to be inappropriate, and therefore recommends refusal of this planning application.

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.

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

a) Insufficient car parking

The Parish Council believes that insufficient off-street parking spaces have been provided, which is likely to result in additional on-street parking at this location. Given the existing parking issues, further on-street parking pressures would be inappropriate. There is space to remove the existing front hedge to provide two additional parking spaces. Without the provision of additional parking spaces, there is the risk that emergency vehicles may not have sufficient access.

This is contrary to Local Plan Policy ID3: Sustainable Transport (Strategy & Sites 2019), which requires that development proposals provide adequate parking provision in line with adopted standards and ensure that development does not adversely impact highway safety.

Additionally, Development Management Policy P10: Parking Standards for Residential Development, requires sufficient off-street parking and servicing to prevent unacceptable pressure on on-street provision.

In addition, NPPF paragraphs 110–112 stress that development should provide appropriate parking and ensure safe and suitable access for all users, including emergency vehicles.

b) Loss of yet another family home

The loss of a further family dwelling to HMO use will place added pressure on the availability of larger homes within the locality, reducing housing choice and potentially undermining community cohesion. This conflicts with Local Plan Policy H1: Homes for All (Strategy & Sites 2019), which seeks to provide a mix of housing tenures, types and sizes to meet identified local needs. The continual erosion of family housing stock to HMO conversions reduces that choice.

It is also contrary to Development Management Policy H6: Housing Conversion and Sub-division, which requires that conversions should not undermine the character of the area, the mix of housing, or the amenity of existing and future residents.

NPPF paragraph 62 requires local planning authorities to ensure the delivery of a sufficient variety of homes to meet the needs of different groups in the community. A concentration of HMO conversions is inconsistent with this principle.

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.

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

2025-337 - Resolution to conclude the meeting at 22:30

At 22:15, the Chairman requested permission to conclude the meeting at 22:30. It was proposed by Cllr B Nagle, seconded by Cllr S Busby and unanimously **RESOLVED** that permission be granted.

2025-338 - 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 T Wright, seconded by Cllr B Nagle and unanimously **RESOLVED** that payments to the value of £11,746.67 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

Table 1: Proposed list of payments 25 September 2025

Code	Date	Description	Supplier	Net	VAT	Total
Chairman's Allowance	03/09/2025	Poppy wreaths	Royal British Legion Poppy Appeal	99.95	0.00	99.95
Establishment Charges	10/09/2025	Parking fee - 09.09.25	Mrs V C Fear - Guildford Borough Council	4.80	0.00	4.80
Establishment Charges	10/09/2025	Office supplies	Mrs V C Fear - Amazon EU S.a.r.l., UK Branch	14.07	2.81	16.88
Land Management	10/09/2025	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	43.22	8.64	51.86
Land Management	10/09/2025	Reinstate inspection cover at culvert near WSV pond	Stephen Gunner	150.00	0.00	150.00
Land Management	10/09/2025	Envii Water Butt Cleaner	Mrs V C Fear - Bio8 Ltd	9.96	1.99	11.95
M'nance Bus Shelters/Seats Etc.	10/09/2025	Blue Paint for Benches in Worplesdon Play Areas	Buzzweld Ltd	130.44	26.09	156.53
Parish Newsletter	11/09/2025	Delivery of leaflets	Colne Distribution Ltd	360.00	72.00	432.00
IT budget	11/09/2025	External back-up - September 2025	RISC IT	38.00	7.60	45.60
Chairman's Allowance	13/09/2025	Refreshments - Training	Sainsburys	2.35	0.00	2.35
Chairman's Allowance	15/09/2025	Refreshments - Training	Tesco	1.25	0.25	1.50
Chairman's Allowance	15/09/2025	Refreshments - Training	Tesco	3.35	0.00	3.35
IT budget	16/09/2025	OnePhone - phone charges - including mobile data	BT PLC	226.23	45.25	271.48
IT budget	16/09/2025	Additional back-up	Apple.com	2.49	0.50	2.99
Tree Surgery	16/09/2025	Clearing fallen willow tree from WH Pond	Meadows Landscaping & Tree Services	200.00	40.00	240.00
M'nance Bus Shelters/Seats Etc.	16/09/2025	Perforated steel panel for Bus Shelter	Littlethorpe	290.00	58.00	348.00
Ward Improvements	18/09/2025	Bulbs for planters at Perry Hill Green	J Parker's Wholesale	98.11	19.62	117.73
IT budget	18/09/2025	Subscription - 17.09.25 - 16.10.25	Adobe	16.64	3.33	19.97
Parish Office	18/09/2025	Water and sewerage charge - Unit 2 Saxton - 01.08.25 - 31.08.25	Castle Water	21.77	0.00	21.77
IT budget	19/09/2025	ChatGPT Plus Subscription	OpenAI LLC	16.67	3.33	20.00
Land Management	19/09/2025	New padlock for Harry's Meadow	Insight Security	48.45	9.69	58.14
Revenue Costs Works Vehicle	19/09/2025	Fuel for works van	Waitrose Shell	41.06	8.21	49.27
Establishment Charges	22/09/2025	Office supplies	Tesco	5.00	0.00	5.00
Establishment Charges	23/09/2025	PPE for Groundstaff	Cluskeys CCP Ltd	101.97	20.39	122.36
IT budget	23/09/2025	Standard Fibre 76 Pro & Digital Line	BT PLC	55.95	11.19	67.14
Establishment Charges	24/09/2025	SALC Conference 2025	Surrey ALC Ltd	80.00	16.00	96.00

Code	Date	Description	Supplier	Net	VAT	Total
Parish Office	24/09/2025	Rent Unit 2 Saxton - 29.09.25 - 24.12.25	TL Fund	7,000.00	1,400.00	8,400.00
Parish Office	24/09/2025	Half yearly service charge 01.07.25 -31.12.25	TL Fund	223.15	44.63	267.78
Parish Office	24/09/2025	Quarterly service charge 01.07.25 - 30.09.25	TL Fund	180.09	36.02	216.11
Parish Office	24/09/2025	Quarterly service charge 01.07.25 - 30.09.25	TL Fund	-185.90	-37.18	-223.08
Training	24/09/2025	Councillors Training - Finance - 15 Sept 25	Mulberry Local Authority Services Limited	370.20	74.04	444.24
Playground Repairs	24/09/2025	Quarterly playground inspections	MJR Services	225.00	0.00	225.00
Total				9,874.27	1,872.40	11,746.67

b) Bank reconciliation for August 2025

The Finance Officer (FO) had prepared the bank reconciliation for August 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 S Busby, seconded by Cllr J Snowball, and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendices 1 and 2: Bank Reconciliation August 2025

c) Monthly budget reports for August 2025

The FO had prepared the budget reports for August 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 N Crampin, seconded by Cllr T Wright, and unanimously **RESOLVED** that the budget reports be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendices 3 and 4: Summary 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 Sections 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.

It was proposed by Cllr R Watson, seconded by Cllr S Busby, and unanimously **RESOLVED** that the External Auditor's report be accepted and approved.

e) Replacement playground equipment

Three quotations had been received for the projects at both Fairlands and Worplesdon, details of which were provided to all members at the meeting.

Fairlands

Members received a presentation from the Assistant Clerk, which set out a comparative table of quotations obtained for the removal and replacement of the climbing rock at Fairlands Play Area, including reinstatement of the wetpour surface.

Three reputable play equipment suppliers were invited to quote. Each confirmed Companies House registration and compliance with RoSPA or equivalent safety inspection standards. The evaluation criteria considered included:

- Compliance with the design brief (to provide equipment offering challenge and interest for

- tweens and teens)
- Warranty and aftercare arrangements
- Ease of access to spare parts
- Experience of service and proven track record
- Customer feedback and independent recommendations
- Overall value for money

A structured scoring matrix (scale of 0–5) was used to assess the quotations against these criteria.

Following consideration, Members agreed that the Kompan Bloqx3 design offered the best balance of durability, aesthetic appeal, and challenge level appropriate for the target age group, together with robust warranty cover and proven product reliability.

It was therefore **RESOLVED** that the quotation from Kompan for the Bloqx3 equipment, in the sum of £17,959.27 + VAT, be accepted, subject to confirmation of satisfactory references and compliance with the Council's insurance and health and safety requirements.

The Council was satisfied that due diligence had been carried out in accordance with its Financial Regulations and that the procurement process demonstrated transparency, fairness, and value for money.

Power to spend: Local Government (Miscellaneous Provisions) Act 1976, Section 19.

Worplesdon

It was agreed that no decision would be taken until a site visit to compare the play equipment under consideration had been carried out.

f) Tree surgery required as a result of the annual tree inspection report

Four quotations had been received for the tree works, details of which had been circulated to all members via email in advance of the meeting.

Three of the companies are local and have all previously carried out work on behalf of the Parish Council. All three local companies hold £10m of public liability insurance. The fourth company had been discounted as it only holds £5m of public liability insurance.

Following discussion, it was agreed that on this occasion the cheapest quotation offered the best value. It was therefore proposed by Cllr B Nagle, seconded by Cllr J Snowball and unanimously **RESOLVED** that the quotation from Meadows Landscaping & Tree services – Total cost £4,850 & VAT be approved.

Power to spend: OSA 1906, ss 9 and 10

g) Quarterly financial report

Cllr M Price confirmed that all of the bank statements agree with the figures detailed in the Bank Reconciliation documents for the period 1st of June 2025 to 31st of August, along with the corresponding payment schedules.

It was also confirmed that the Council continues to transfer money between the various accounts, to ensure that wherever possible we maintain our accounts in line with the current FSCS compensation scheme.

My thanks once again go to Councillor Nuala Crampin who assisted me with the above review.

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

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.

Table 2: Proposed policy schedule amendments

Policy alteration	Reasoning
Remove	All benches with the exception of John Gunner's bench - the policy excess makes it economically unviable to claim for any damaged benches due to the impact on premiums for claims made.
Remove	2 x bus shelters that no longer exist (removed on safety grounds)
Remove	All posts - the policy excess makes it economically unviable to claim for any damaged posts
Remove	Worplesdon Play Area - Green Whizzer - removed on safety grounds
Remove	Worplesdon Parish Council VAS signs – these no longer work
Add	GRP kiosk at Pitch Place Green? Kiosk value £550. Members felt the relatively low value of the kiosk made it economically unviable to claim for. Decision: Do not insure.
Add	Employment Liability Insurance (to protect the council against unfair dismissal claims)
Add	Cyber Security Insurance (to protect the council against cyber-attacks)
Increase	Fidelity Guarantee Insurance (to reflect the maximum cash in the bank when the precept is received - twice per year and the increasing budget)

It was proposed by Cllr G Burch, seconded by Cllr S Busby and unanimously **RESOLVED** that the above policy amendments be agreed.

i) Grant aid application Rydes Hill Scouts

An application had been received for a grant of £495 towards a new cotton bell tent for use by the local scouts group/s.

It was proposed by Cllr S Busby, seconded by Cllr R Watson and unanimously **RESOLVED** that a grant of £495 be approved.

Power to spend: LGA 1972 s137 (3)

j) Replacement Chairman's Badge of Office

The Chairman advised that the current Badge of Office shows an image of St Mary's Church, which adds to the confusion between the Worplesdon Parochial Church Council (WPCC) and Worplesdon Parish Council (WPC). The Chairman recommended to the Members that the current badge of office should now be upgraded to the Council's logo to accurately reflect the Parish Council's updated branding and to differentiate the Parish Council from the Parochial Church Council.

This item was deferred.

k) The late Dr Paul Cragg

It was proposed by Cllr B Nagle, seconded by Cllr M Price and unanimously **RESOLVED** that a donation of £150 be made to Guide Dogs for the Blind in memory of the late councillor Dr Paul Cragg.

Power to spend: LGA 1972 s137 (3)

2025-339 - Clerk's Report

a) Semaphore stone St Mary's Churchyard

The Clerk advised that the semaphore stone is dirty and covered in lichen. The ground staff will attempt to clean this commemorative stone. If that attempt fails, the memorial stone may need to be fully restored by a professional stonemason.

2025-340 - Chairman's Report

The Chairman's report covers the period from 14th August to 24th September 2025.

Community Speed Watch

We have a new resident volunteer on the team. The resident sought our team out on the internet, took the online test, and joined us, and has been fully trained on the equipment and the way we work. Thanks to those at Broad Street deployment on 11 September for their assistance in training our latest recruit.

We were joined on the deployment at Broad Street by PC Oliver Sedgewick, who was able to stop a number of motorbikes and issue a speeding ticket to at least one driver.

14 August

I chaired the full council meeting. I welcomed the three new councillors and trust that they will enjoy their term or terms on the parish council.

20 August

In the evening of 20th August, Cllrs Mike Price, Jonathan Snowball and I attended Harry's Meadow due to an Unauthorised Encampment that had been reported to the Parish Council by local residents.

21 August

I assisted with action to re-secure the site.

29 August

With the Assistant Clerk Victoria Fear, I held a meeting with a resident who used to work for Surrey CC and Surrey Wildlife Trust. He is deeply knowledgeable about the commons and their management. He also has extensive knowledge about the SANGs in Surrey and the failures associated with them. The resident has concerns about future management of the commons given the Local Government Review.

We were able to inform him about the ransom strip that is stopping the SANG in Wood Street Village being opened for use.

4 September

I attended the GP committee meeting.

In preparation for the meeting, I sourced a plan showing the SANG on Clay Lane extending to the north of Clay Lane, which requires a safe pedestrian crossing, hence the notice from SCC to install a pedex and car park. The discussion on this consultation produced a long dialogue between the members of the meeting and a submission to SCC that an alternative safer option for both pedestrians and vehicles would be a bridge over Clay Lane.

The discussion on the proposed warehouse development on Slyfield which overlooks Queen Anne Farm, Jacobs Well Road was both informative and instructive, and has resulted in a comprehensive objection submission to GBC about the proposed development.

13 September

I attended the Local Nature Recovery Strategy (LNRS) workshop at ZERO Guildford.

My comment would be that the documents are too long and need to be simplified, and that the strategy has ideas but no tangible targets for Surrey. It is considered to be part of the nationwide strategy.

Points that I noted are as follows.

- A healthy environment assists in helping to make people healthy and produces a healthy economy.
- Surrey has a good percentage of natural ground including ancient woodland. It's not just a commuter location.
- Funding for the strategy will be by Defra, and they will receive reports back from the counties managing their own strategies.
- There is a need to change conifer woodland back to broadleaf woodland across the county. This could be a 30-to-50-year project.

There were presentations from Urban Guildford volunteers, namely Pewley Downs, Rosamund Gardens and the Mount, interesting points were.

- Grazing is required to improve soil quality; the ground gets broken up by animal feet and fertilised by their excreta.
- Cutting back brambles and leaving it to rot down improves the soil quality.

There is a group of Water Watchers who conduct weekly test on the water in the River Wey, and needless to say it would not be prudent to swim in the river or drink the water.

Volunteers can be sourced from the community, but you need a specific task for them to be engaged with and a resolute volunteer to manage them. The Duke of Edinburgh scheme is a useful area from which to obtain volunteers as those taking part can include their voluntary work as part of their experience towards the award.

Pyrford identified the need for a parish council and are in the process of conducting a Community Governance review paid for through CIL money.

14 September

I attended the civic service at Holy Trinity Church.

The service was appropriate for the occasion, and the Mayor Cllr Howard Smith retook his oath of office in front of the congregation.

A collection was taken for Phyllis Tuckwell Hospice, which is one of the Mayor's chosen charities for this municipal year, following a presentation by Emily Reynolds.

15 September

Cllr Saffina Ellahi and I attended the FLGCA Management meeting and delivered the report that was circulated to members. After which we attended the councillor finance training event at the Parish Council offices. The knowledge gained will assist in the forthcoming budget meetings commencing on 8th October.

16 September

With the Clerk Gaynor White and Groundsman Neil Smart met with the owner of no. 75 Wood Street Village Green to discuss trimming back the hedge that some residents of Wood Street Village have complained about.

The agreement was to leave the hedge at the same height but cut it back the hedge by 450mm (18 inches) to reduce the overhang onto White Hart Lane, which is obscuring sightlines.

Following on from these discussions the Clerk and I inspected the hedge beside the Christopher Robin Day Nursery leading down to the unmade track. It was apparent that the brambles are reducing the track width. We suggested to the concerned resident that they should contact SCC using the website FixMyStreet. Surrey, and request that the brambles are cut back by 500mm. The other option would be to conduct the works themselves.

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.

Approved by the Full Council – 6 November 2025

2025-341 - Permanent appointment of a part-time Groundsman

It was proposed by Cllr B Nagle, seconded by Cllr J Snowball and unanimously **RESOLVED** that Mr Neil Smart be appointed on a permanent part-time basis, as per the recommendation of the Staffing Committee.

2025-342 - Payment of overtime and changes to the office staff contracts of employment to reflect current practices

It was proposed by Cllr S Busby, seconded by Cllr J Snowball and unanimously **RESOLVED** that the admin staff contracts of employment be updated to reflect the payment of overtime at time and a half, as per the recommendation of the Staffing Committee.

2025-343 - Items for the next Full Council Meeting Agenda

No matters were put forward for inclusion in the agenda of the next Full Council meeting.

2025-344 - Date of next meeting – Full Council Meeting Thursday 6 November 2025 - 19:30.

Meeting closed: 22:33

Signed:

Chairman of the Council

Date: 6 November 2025