



**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 6 November 2025**

**2025-360 - Present**

**Councillors:**

Cllr B Ahier, Cllr G Burch, Cllr Radford Chancellor, Cllr N Crampin, Cllr B McShee, Cllr N Mitchell (Chairman), Cllr B Nagle, Cllr M Price, Cllr R Watson, Cllr C Riley, Cllr J Snowball, and Cllr T Wright.

**Officers of the Council:**

Mrs G White - Clerk to the Council

**Members of the public:**

Borough councillor Bilal Akthar was present for part of the meeting.

**2025-361 - 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 Busby, Cllr S Ellahi, Cllr M Fance.

The Members' apologies and reasons for absence were accepted and approved.

Apologies were also received from Victoria Fear - Assistant Clerk, county councillor Keith Witham and borough councillors Honor Brooker and Philip Brooker.

**2025-362 - Public Participation**

No members of the public were present.

**2025-363 - Chairman's Announcements**

The Chairman gave a number of announcements to the Meeting.

**2025-364 - Declaration of Non-pecuniary Interests**

Councillors Nuala Crampin, Bob Mcshee, and Terry Wright declared non-pecuniary interests in item 13 of the agenda - being members of the Wood Street Village Association (WSVA).

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Cllr G Burch declared non-pecuniary interest in item 15 of the agenda – bench at the northern end of Perry Hill Green.

**2025-365 - 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.

**2025-366 - To receive and consider written requests for new DPI dispensations, if any**

No requests were received.

**2025-367 - Amendments to the Register of Interests**

No declarations were made.

**2025-368 - Declaration of gifts or hospitality over £50**

No declarations were made.

**2025-369 - Borough Councillor's report**

Cllr Bilal Akhtar gave the following report to the meeting:

**1. Local Government Review – Creation of East and West Surrey Unitary Authorities**

Cllr Akhtar advised that the Government has confirmed the creation of two new unitary authorities – East Surrey and West Surrey. Existing Surrey County Council divisions will remain, with each division returning two members. Guildford Borough Council will continue until 31 March 2027, with elections expected to take place next year.

**2. Delays in GBC Committee Reports**

Only 40% of reports were delivered to the Resources Committee on time, against the expected 100%. Cllr Akhtar emphasised that this issue relates to operational functionality rather than political decision-making.

**3. Reduced Staffing Levels**

Reference was made to a late agenda item concerning objections raised by several service committees in relation to reduced staffing levels and posts due to end in April 2026.

**3. Overview and Scrutiny – Shadow Arrangements**

Members were informed that the Overview and Scrutiny Committee will form part of the wider Shadow Authority structure, including joint arrangements with Waverley Borough Council as the unitary transition progresses.

**4. Motions Concerning Community Cohesion**

Recent motions have focused on supporting community cohesion and Guildford's diverse communities. Concerns were raised regarding the national suspension of family reunification routes, together with a call for the right to work to be publicly supported for those affected.

**6. Horse Field – Potential Solar Farm**

Cllr Akhtar reported that Guildford Borough Council is considering the potential development of a solar farm on the horse field. This is not confirmed and may require future consideration by the Council.

### **7. Wood Street Village – Proposed SANG**

Separately, officers have met with the landowner of the proposed SANG (Suitable Alternative Natural Greenspace) at Wood Street Village in an effort to expedite its introduction.

### **8. Councillor Numbers Under the Unitary Model**

In response to questions, Cllr Akhtar advised that the proposed unitary arrangements would result in 90 councillors in West Surrey and 72 councillors in East Surrey. There will be seven divisions covering the Guildford area, returning a total of 14 councillors. The location of the new unitary headquarters has not yet been confirmed.

The Chairman thanked Cllr Bill Akhtar for his report.

Cllr Akhtar left the meeting at 7.51pm.

### **2025-370 - County Councillor's report**

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

Cllr Witham's report covered the following topics:

- Local Government Reorganisation for Surrey
- SCC's Roadside Rangers
- Surrey Schools Leading the way
- Surrey is Winter ready

### **2025-371 - Devolution - The abolition of both Surrey County Council and Guildford Borough Council and the creation of two new unitary authorities (West Surrey and East Surrey) with an elected Mayor**

This item was covered by Cllr Atkhar's report and also within minute number 2025-382 below.

### **2025-372 - Minutes of the previous meetings:**

It was proposed by Cllr N Crampin, seconded by Cllr C Riley, and unanimously **RESOLVED** that the minutes of the Full Council Meeting held 25 September 2025 be approved and signed by the Chairman as a true record.

It was proposed by Cllr B Nagle, seconded by Cllr M Price, and **RESOLVED** that the Planning/General Purposes and Finance Committee Meeting held 16 October 2025 be approved and signed by the Chairman as a true record.

### **2025-373 - Planning Applications for consideration**

**Planning Application No: 25/P/01330 - 5 Ecob Close, Guildford, GU3 3HP** - Erection of single storey front Porch.

It was **RESOLVED**: that the Parish Council request the use of opaque windows in the downstairs bathroom for privacy purposes.

### **2025-374 - Royal Oak Pub and White Hart Pub, Wood Street Village**

#### **1. Meeting with Wood Street Village Association**

Cllr Radford-Chancellor reported that he had met with Alex Waugh, Chairman of the Wood Street

Village Association (WSVA), to review the condition of the Royal Oak public house in Wood Street Village. The building was found to be in a poor state of repair, with evidence of damp and a non-compliant kitchen. Initial estimates suggest that the required works could cost between £400,000 and £1,000,000.

## **2. Viability of Two Public Houses**

Cllr Chancellor advised that, in his professional view, Wood Street Village is unlikely to sustain two public houses, although the WSVA holds a different view. Alternative uses for the Royal Oak, such as a micro-bakery or coffee shop, were discussed, noting a general national decline in pub usage.

## **3. Proposed Public Consultation**

The WSVA has asked whether the Parish Council would support the undertaking of a public consultation regarding the future of both the Royal Oak and the White Hart public houses. The details of the consultation would be agreed jointly between the WSVA and the Parish Council. Members sought clarification on what level of involvement or expectation would be placed on the Parish Council in relation to the consultation.

## **4. Support Requested from the Parish Council**

Cllr Radford-Chancellor advised that the WSVA is seeking logistical support from the Parish Council, including assistance with the creation of leaflets and guidance on structuring the consultation. The consultation would cover Wood Street Village only and would be conducted under the WSVA banner. It was noted that the freehold costs associated with the Royal Oak are prohibitive and that the WSVA is unable to self-fund the process. Members were advised that a new leaseholder is due to take over the White Hart public house in the near future.

## **5. Resolution**

It was proposed by Cllr Nigel Mitchell, seconded by Cllr Radford-Chancellor, and unanimously **RESOLVED** that the Parish Council will assist the WSVA with the creation of a public consultation document (using Canva). The Assistant Clerk will also assist by creating a SurveyMonkey survey free of charge. The final wording of both the consultation document and the SurveyMonkey survey to be agreed with Alex Waugh, Chairman of the WSVA.

## **2025-375 - Request from Surrey County Council for permission to install Real Time Passenger Information (RTPI) in the Woking Road bus shelter (near Stringers Ave)**

An email had been received from Surrey County Council advising that a number of residents had requested the installation of an RTPI display in the bus shelter at the Stringer's Avenue bus stop on Woking Road, Guildford (southbound towards Guildford). It was noted that this stop is being used more frequently by residents now that bus route 34 no longer serves Jacobs Well.

Surrey County Council has identified funding for the supply and installation of an RTPI display, including associated power works (provision of a feeder pillar with power supply and ducting, which will be used to obtain a quote for connection).

As the bus shelter is owned by Worplesdon Parish Council, Surrey County Council sought the Parish Council's approval for the installation. Surrey County Council will retain ownership of, and will be responsible for the maintenance of, the RTPI display.

Following discussion, it was proposed by Cllr B Nagle, seconded by Cllr J Snowball, and unanimously **RESOLVED** that the Parish Council grants approval for Surrey County Council to install an RTPI display within the Stringer's Avenue bus shelter, on the understanding that Surrey County Council will retain ownership of, and be responsible for, the ongoing maintenance of the RTPI display.

### **2025-376 - Bench - Perry Hill Green**

Cllr G Burch left the meeting due to predetermination.

Following discussion, it was proposed by Cllr N Mitchell, seconded by Cllr R Watson and **RESOLVED** that the bench be relocated to a new position on Perry Hill Green following a consultation with the residents who live around the Green.

### **2025-377 - JWRA funding - To consider how to best utilise the monies remaining for the dissolution of the JWRA in 2023. Monies available: £3,770.55**

Cllr M Price advised that he had written an article for inclusion in the next Jacobs Well newsletter asking for residents' views on how the monies should be used.

Following further research it will not be necessary to change the goal posts, which are expected to have a life expectancy of ten years.

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

### **2025-378 - Quarterly Playground Inspections**

#### **Quarterly Playground Inspections – Summary of Findings**

The Assistant Clerk reported that the quarterly playground inspections had been carried out by Inspector Mark Culverhouse of MJR Services on 21 September 2025. A summary of the findings from all five play areas was presented as follows:

#### **Fairlands Play Area**

- Junior swings – Eye fixings on the Tango seat were found to be loose but tightened to the maximum. (Low risk – Monitor.) Groundstaff have confirmed that the fixings are installed correctly.
  - Multiplay unit – Slight graffiti scratched into one panel. (Low risk – Monitor.)
  - Wetpour – Rubber edging is shrinking back along the path to the field; surface beginning to break up in front of the climbing rock with two holes forming; lifting noted under the swing barrier. (Low risk – Monitor.)
- The climbing rock and associated wetpour are scheduled for replacement in Autumn 2025, subject to acceptance of the relevant quotation.

#### **White House Lane, Jacobs Well Play Area**

- HAGS multi-play unit – Tear in the scramble net cover. (Low risk – Monitor.)
- Tango seat – Eye fixings were loose. (Low risk – Monitor.) Groundstaff have confirmed that the fixings are installed correctly.
- Roundabout – Evidence of wetpour shrinkage around the edge. (Low risk – Monitor.)
- Raised drain between the see-saw and basket swing creating a potential hazard. (Medium risk – Groundstaff to address.)

#### **Wood Street Green Play Area**

- No areas of concern. All equipment in good order.

#### **Worplesdon Play Area – Junior/Teen Area**

- Gate gasket has failed; replacement gate to be installed as soon as possible. (Low risk – Monitor.)

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- Green whizzer – Bearing is wearing. (Medium risk – Monitor.)
- Rubber edge between tarmac path and spinney bowl area has lifted, forming a trip hazard. (Medium risk – Monitor and repair.) The Assistant Clerk has instructed a contractor to undertake repairs.
- MUGA points board – Corner edge snapped. (Low risk – Monitor.)
- Typhoon – Chain sleeves split and two seats split; some cracks developing in wetpour. (Low risk – Monitor.)
- Basket swing – Slight wear in rubber behind main swing area. (Low risk – Monitor.)

The green whizzer, swing bays and the Typhoon are scheduled for replacement in early 2026, subject to acceptance of the quotation.

### **Worplesdon Play Area – Toddler Area**

- Wooden bench requires rubbing down and treatment; grass growing through from underneath to be strimmed. Groundstaff to address. (Low risk – Monitor.)
- Double swing bay – Hardwear pads (square and triangle) beginning to come away from the wetpour. (Low risk – Monitor.)
- Toddler swings – Eye fixings on the Tango seat were loose. (Low risk – Monitor.) Groundstaff have confirmed that the fixings are installed correctly.

### **Medium risk items**

The Clerk advised that:

1. The Groundstaff had been unable to rectify the Aco drain issue. A quotation will, therefore, be sought from T J Hunt (Contracting) Ltd.
2. The green whizzer in the Worplesdon play area is scheduled to be replaced.

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

### **2025-379 - Standing Orders and Financial Regulations updated to reflect the Procurement Act 2023**

The updated Standing Orders and Financial Regulations had been issued via e-mail to all members in advance of the meeting. It was proposed by Cllr B Nagle, seconded by Cllr R Watson, and you unanimously **RESOLVED** that the updated Standing Orders and Financial Regulations, as circulated be approved.

### **Appendices 1 and 2 – Standing Orders and Financial Regulations**

The Clerk advised that she had also drafted an IT policy in preparation for Assertion 10 of the Annual Governance and Accountability Return (AGAR) 31 March 2026. This will be considered at the Full Council meeting on 18 December 2025.

### **2025-380 - Promotion of the Parish Council via social media (YouTube, TikTok, Facebook, Instagram, podcasts etc.)**

Cllr Radford Chancellor presented a proposal to introduce a Parish Council podcast as an additional method of promoting Council activities and increasing engagement with residents, including younger residents. The intention was to complement existing communications such as the Parish Newsletter and social media posts.

The concept involved monthly episodes hosted by different councillors, adopting an informal “coffee and a chat” format. Local groups could be invited to participate, and episodes would cover current topics within the parish. The proposed duration of each episode would be approximately 30–40 minutes. Recordings would be released on all major podcast platforms. It was noted that a parish council in the Swindon/Wiltshire area had previously trialled a similar one-off podcast.

It was anticipated that the podcast could be delivered at no cost to the Parish Council if local businesses were approached to sponsor production costs, subject to confirmation from NALC that sponsorship would be permissible. The Clerk confirmed that NALC advice had been requested.

Members noted the importance of continuity to build an audience. Episodes would be pre-recorded and professionally edited to ensure a consistent standard. At the beginning of each month, two councillors would be required to listen to and approve the final recording prior to release. The following subjects would be excluded from all episodes: religion, alcohol, politics, and sex.

Cllr Chancellor confirmed that he already had suitable audio equipment available, so there would be no recording cost. It was estimated that approximately five hours would be required per episode to arrange guests and carry out recordings. Members noted that professional editing would assist in removing any inappropriate content.

The following councillors expressed their support for the concept and confirmed their willingness to participate: Cllr J Snowball, Cllr R Watson, Cllr B Ahier, Cllr G Burch, Cllr C Riley, Cllr R Chancellor, Cllr S Busby, and Cllr N Mitchell.

Following discussion, it was proposed by Cllr Radford Chancellor, seconded by Cllr Snowball, and unanimously **RESOLVED** that a pilot podcast be recorded. Subject to the success of the pilot, details of the podcast could be promoted via a QR code in the Parish Council's newsletters and through word-of-mouth circulation.

Cllr Burch advised that he would be willing to produce a YouTube video if this would be of assistance.

#### **2025-381 - Restoration of the Semaphore Stone (situated in the churchyard at Worplesdon St Mary's)**

Cllr G Burch advised that he had carried out a full restoration of the semaphore stone which had to be kept in situ whilst the works were carried out.

All present agreed Cllr Burch had done a fantastic job of restoring the semaphore stone. The Members proposed a vote of thanks for Cllr Burch's outstanding efforts.

#### **2025-382 - Devolution – Briefing paper by the Assistant Clerk**

Iain Lynch, the Clerk to Farnham Town Council, had provided the following Briefing Note to SALC (Surrey Association of Local Councils), for advice. This had been circulated via email to all Members in advance of the meeting.

### **Government Response to Local Government Reorganisation (LGR) in Surrey**

#### **Overview and Government Decision**

The Secretary of State has confirmed the Government's decision to proceed with two new unitary councils in Surrey: East Surrey Council and West Surrey Council. This reorganisation aims to abolish the existing county, district, and borough councils and replace them with single-tier authorities responsible for all local services. The decision is subject to Parliamentary approval through a Structural Changes Order.

The Government's rationale focuses on simplifying local government, strengthening local decision-making, improving financial sustainability, accelerating housing delivery, and improving co-ordination of public services.

### **Implementation Timetable**

Draft Structural Changes Order (SCO) circulated to Chief Executives for factual checks by 7 November 2025. Formal laying of the Order before Parliament expected early January 2026. Shadow authorities to be created following May 2026 elections. New councils to assume full powers on 1 April 2027.

### **Transitional Arrangements**

The SCO will abolish all existing councils in Surrey on 1 April 2027 and establish shadow authorities for East and West Surrey following all-out elections in May 2026. It will require the formation of Joint Committees and an Implementation Team led by the Chief Executive of Surrey County Council, with deputies from district or borough councils in each unitary area. Returning Officers will be the Head of Paid Service of Reigate & Banstead for East Surrey, and of Runnymede for West Surrey.

### **Financial and Governance Considerations**

The Government will issue a Section 24 Direction requiring councils to seek consent from the new unitary councils before major contracts or asset disposals. Effective date likely to be 30 June 2026. Spelthorne and Woking Borough Councils will be excluded due to existing Commissioner oversight.

Representations on the draft Direction are due by 21 November 2025.

The Government confirmed £500m in-principle debt repayment support for Woking Borough Council during 2026–27.

### **Future Legislation and Devolution**

The SCO will be followed by a Supplementary Provision and Amendment Order expected before April 2027 to deal with pensions, housing revenue accounts, ceremonial matters, and memberships of external bodies. Article 17 of the SCO enables shadow councils to prepare or consent to a devolution proposal for a Strategic Authority for Surrey.

### **Implications for Town and Parish Councils**

Town and parish councils remain intact under this reorganisation. They should prepare for alignment of election cycles, strengthen their role in community representation, and engage with Joint Committees and Implementation Teams. Following representations, the 2027 election cycle continues.

The Section 24 Direction means asset transfers will require consent after June 2026. Parishes should act early if seeking asset transfers and prepare proposals for devolved service delivery under the new unitary structure.

### **Next Steps**

Chief Executives: Submit factual comments on draft SCO by 7 November 2025.

All councils: Submit representations on Section 24 Direction by 21 November 2025.

Implementation Teams and Joint Committees: Begin formation late 2025.

Town and Parish Councils: Engage in local implementation and consider devolution proposals during 2026–27.

### **Key Messages for Communication**

The Government has confirmed LGR will proceed – two new unitaries for Surrey by April 2027.

Current councils remain until then but must prepare collaboratively. Parish and town councils will remain and become increasingly important in local representation and service delivery. Early engagement is essential to shape future arrangements.

At present, it is unclear at what stage devolution of services may occur, which is having an impact on the Parish Council's draft budget as, at present, "forecasting with inherent uncertainty" is required.



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Whilst the Parish Council could afford to take on the two MUGAs (Multi-use Games Areas) in Wood Street Village, it does not have the funds to be able to take on the two play areas (Park Barn Drive and Baird Drive). It is possible that if a Town Council is to be established following the recent Community Governance Review, they may not wish to manage play areas which are not within the town wards.

Following discussion, it was proposed by Cllr N Mitchell, seconded by Cllr B Nagle that the Parish Council open a dialogue with Guildford Borough Council and Surrey County Council to discuss possible Community Asset Transfers (CATs) before trying to second guess what services may be devolved.

#### **2025-383 - 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**

Cllr Snowball reported that he and the Clerk had met with Surrey Wildlife Trust (SWT) to discuss the Parish Council's potential Community Asset Transfer (CAT) request. A briefing note had since been provided to SWT for circulation to their senior colleagues. It was hoped that a letter of support would be received from SWT, together with advice and guidance should the CAT application be successful.

SWT had recommended that Members visit [Lingfield Nature Reserve](#) and [Barnett Hill Fields](#) in Wonersh as examples of similar ecological schemes. It was agreed that Cllr Snowball, Cllr Mitchell, the Clerk, and the Assistant Clerk would visit both sites when time allowed.

The exact cost of the CAT transfer remained unknown but was assumed to be £1. Other associated costs were outlined as follows:

| Description                        | Cost (£)     |
|------------------------------------|--------------|
| SCC legal fees (freehold disposal) | 925          |
| Surveyors' fees                    | 850          |
| Independent land asset valuation   | 1,800        |
| WPC legal fees (estimated)         | 2,000        |
| <b>Anticipated Total</b>           | <b>5,575</b> |

A budget provision of £5,000 for professional fees existed within the 2026/27 budget, which would be available should the CAT be approved by Guildford Borough Council.

The Clerk to circulate a YouTube video about Lingfield Nature Reserve to all Members for information.

Cllr Snowball noted that the proposed scheme aligned well with various potential funding bodies and that there was a reasonable likelihood of success, subject to the outcome of the public consultation.

The Parish Council to await the decision of Guildford Borough Council's Overview and Scrutiny Committee, due to be considered at its meeting on 18 November.

#### **2025-384 - 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 C Riley, seconded by Cllr B McShee and unanimously **RESOLVED** that payments to the value of £52,999.52 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

**Table 1: Proposed list of payments 6 November 2025**

| Code                                  | Date       | Description   | Supplier                               | Net       | VAT      | Total     |
|---------------------------------------|------------|---|--|-----------|----------|-----------|
| Replacement litter bins               | 03/10/2025 | Topsy 65 Litter Bin - Dark Blue - Fairlands Play Area                     | Glasdon UK Ltd                         | 230.65    | 46.13    | 276.78    |
| Land Management                       | 09/10/2025 | Ratchet secateurs   | Sutton Green Garden Centre             | 21.99     | 0.00     | 21.99     |
| IT budget                             | 16/10/2025 | Additional back-up  | Apple.com                              | 2.49      | 0.50     | 2.99      |
| IT budget                             | 16/10/2025 | OnePhone - phone charges - including mobile data                          | BT PLC                                 | 225.56    | 45.11    | 270.67    |
| Parish Office                         | 17/10/2025 | Gas & Electricity - Unit 2 Saxton - 01.08.25-30.09.25                     | Octopus Energy Limited                 | 118.56    | 5.93     | 124.49    |
| Parish Office                         | 17/10/2025 | Water and sewerage charge - Unit 2 Saxton - 01.09.25 - 30.09.25           | Castle Water                           | 21.20     | 0.00     | 21.20     |
| IT budget                             | 20/10/2025 | Subscription - 17.10.25 - 16.11.25  | Adobe                                  | 16.64     | 3.33     | 19.97     |
| IT budget                             | 20/10/2025 | ChatGPT Plus Subscription   | OpenAI LLC                             | 16.67     | 3.33     | 20.00     |
| Establishment Charges                 | 21/10/2025 | PPE -Assistant Clerk and Supplies   | Cluskeys CCP Ltd                       | 50.98     | 10.20    | 61.18     |
| Establishment Charges                 | 22/10/2025 | Additional cost for the insurance of solar panels at WSVCC                | Zurich Town and Parish Insurer Trust   | 274.12    | 0.00     | 274.12    |
| Chairman's Allowance                  | 22/10/2025 | Remembrance 'Lest We Forget' Large Flag                                   | Royal British Legion Industries        | 16.65     | 3.33     | 19.98     |
| Professional Advice                   | 22/10/2025 | Payroll services - qtr to 30/09/2025                                      | Mulberry & Co                          | 120.00    | 24.00    | 144.00    |
| Cost of hiring meeting rooms          | 22/10/2025 | Hire of the school hall for Police Community Engagement Event             | Wood Street Infant School              | 20.00     | 0.00     | 20.00     |
| Replacement litter bins               | 22/10/2025 | Topsy 65 Litter Bin - Dark Blue - Fairlands Play Area - Duplicate Payment | Glasdon UK Ltd                         | 230.65    | 46.13    | 276.78    |
| Revenue Costs Works Vehicle           | 22/10/2025 | Fuel for works van  | Waitrose Shell                         | 35.42     | 7.09     | 42.51     |
| Christmas trees/lights WS, Perry Hill | 23/10/2025 | Christmas Decorations year 1 of 3   | JDS Decorations Ltd                    | 19,850.00 | 3,970.00 | 23,820.00 |
| IT budget                             | 23/10/2025 | Standard Fibre 76 Pro & Digital Line                                      | BT PLC                                 | 55.95     | 11.19    | 67.14     |
| Revenue Costs Works Vehicle           | 23/10/2025 | Vehicle insurance   | Zurich Town and Parish Insurer Trust   | 881.61    | 0.00     | 881.61    |
| Establishment Charges                 | 25/10/2025 | Office supplies   | Sainsburys                             | 8.00      | 0.00     | 8.00      |
| IT budget                             | 27/10/2025 | OnePhone - phone charges - including mobile data                          | BT PLC                                 | 363.60    | 72.72    | 436.32    |
| Staff mileage                         | 29/10/2025 | Mileage   | Mrs V C Fear                           | 31.85     | 0.00     | 31.85     |
| Staff mileage                         | 29/10/2025 | Mileage   | Mrs G F White                          | 69.55     | 0.00     | 69.55     |
| Establishment Charges                 | 29/10/2025 | SALC Conference 2025  | Surrey ALC Ltd                         | 80.00     | 16.00    | 96.00     |
| Parish Office                         | 29/10/2025 | Building insurance - Unit 2 Saxton 25.8.25 - 24.8.26                      | TL Fund                                | 717.04    | 143.41   | 860.45    |
| IT budget                             | 29/10/2025 | Survey Monkey Subscription 29.10.25 - 28.10.26                            | Survey Monkey Europe UC                | 247.50    | 49.50    | 297.00    |
| PC Grant Aid to Wards                 | 29/10/2025 | Grant towards new cotton bell tent  | 1st Rydes Hill (St Mary's) Scout Group | 495.00    | 0.00     | 495.00    |
| Land Management                       | 29/10/2025 | Hire of storage container MW - October 2025                               | Activate Learning                      | 72.50     | 14.50    | 87.00     |
| Staff Costs                           | 29/10/2025 | Salaries/ PAYE/ NI/ Mileage/ Pension Conts Ee's & Er's                    | Staff Costs                            | 14,676.40 | 0.00     | 14,676.40 |
| Land Management                       | 31/10/2025 | Materials   | Selco Builders Warehouse               | 36.12     | 7.23     | 43.35     |
| Bank Interest/Charges                 | 31/10/2025 | Bank charges  | Unity Trust Bank                       | 6.00      | 0.00     | 6.00      |
| Parish Office                         | 03/11/2025 | Business rates - Parish Office  | Guildford Borough Council              | 1,073.00  | 0.00     | 1,073.00  |
| Land Management                       | 03/11/2025 | 1kg Yellow Rattle for Harry's Meadow                                      | Landlife Wildflowers                   | 237.49    | 47.50    | 284.99    |
| Revenue Costs Works Vehicle           | 03/11/2025 | Vehicle tax - WR69 VAM  | DVLA                                   | 345.00    | 0.00     | 345.00    |
| Revenue Costs Works Vehicle           | 03/11/2025 | Service plan - 22nd instalment of 45                                      | PlanMyService LLP                      | 27.08     | 5.42     | 32.50     |
| Revenue Costs Works Vehicle           | 03/11/2025 | MOT Service plan - 22nd instalment of 45                                  | PlanMyService LLP                      | 3.78      | 0.00     | 3.78      |

| Code                                     | Date       | Description   | Supplier                                     | Net              | VAT             | Total            |
|--|------------|---|--|------------------|-----------------|------------------|
| Community Car Park                       | 03/11/2025 | Business rates - Community Car Park   | Guildford Borough Council                    | 101.00           | 0.00            | 101.00           |
| Establishment Charges                    | 04/11/2025 | 2 x Sweatshirts   | Cluskeys CCP Ltd                             | 25.98            | 5.20            | 31.18            |
| Replacement litter bins                  | 04/11/2025 | Topsy 65 Litter Bin - Dark Blue - Fairlands Play Area - Refund of Duplicate Payment | Glasdon UK Ltd                               | -230.65          | -46.13          | -276.78          |
| Contingency Fund                         | 05/11/2025 | 4,500 Leaflets re Horse Field, Salt Box Road  | Knaphill Print Co Ltd                        | 320.00           | 0.00            | 320.00           |
| Establishment Charges                    | 05/11/2025 | Office materials  | Mrs V C Fear - Amazon EU S.a.r.l., UK Branch | 8.30             | 1.66            | 9.96             |
| Establishment Charges                    | 05/11/2025 | Office materials  | Mrs V C Fear - Amazon EU S.a.r.l., UK Branch | 4.16             | 0.83            | 4.99             |
| Establishment Charges                    | 05/11/2025 | Office materials  | Mrs V C Fear - Amazon EU S.a.r.l., UK Branch | 3.24             | 0.65            | 3.89             |
| M'nance Bus Shelters/Seats Etc.          | 05/11/2025 | Respray WW1 bin Harry's Meadow  | K G Sprayers (Aldershot) Limited             | 70.00            | 14.00           | 84.00            |
| Grass Cutting                            | 05/11/2025 | Grass cutting - Month 7 2025  | GCB Gardens                                  | 2,457.25         | 491.45          | 2,948.70         |
| Parish Office                            | 05/11/2025 | External window cleaning  | Trevor Porter Window Cleaning Service        | 21.00            | 4.20            | 25.20            |
| Parish Office                            | 05/11/2025 | Annual gas safety check and boiler service  | TA Pearson Plumbing & Heating                | 120.00           | 24.00           | 144.00           |
| Accrual towards new playground equipment | 05/11/2025 | Replacement of Basket Swing at Worplesdon Play Area                                 | MJR Services                                 | 988.33           | 197.67          | 1,186.00         |
| Traffic calming - SDR/VAS                | 05/11/2025 | Concrete barriers - Protection for Harry's Meadow                                   | Maltaward (Barriers) Ltd                     | 100.00           | 20.00           | 120.00           |
| Community Car Park                       | 05/11/2025 | 50 Red reflectors   | Mrs V C Fear - EBay                          | 14.98            | 0.00            | 14.98            |
| Community Car Park                       | 05/11/2025 | WSV Community Car Park - Kerbs  | T J Hunt (Contracting) Ltd                   | 2,559.00         | 511.80          | 3,070.80         |
| <b>Total</b>                             |            |   |  | <b>47,241.64</b> | <b>5,757.88</b> | <b>52,999.52</b> |

**b) Bank reconciliation for September 2025**

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

Appendices 3 and 4: Bank Reconciliation September 2025

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

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

Appendices 5 and 6: Summary Budget Reports for September 2025

**d) Budget setting/donations to charities**

Following discussion, it was agreed that the current pot of money would remain available for charitable purposes and that all applications would be decided on a case-by-case basis.

**e) Replacement playground equipment**

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

## Worplesdon

Members received a presentation from the Clerk, which set out a comparative of equipment that had been inspected and tested by staff for due diligence purposes.

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
- 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 Proludic designs 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 proposed by Cllr N Mitchell, seconded by Cllr B Nagle and unanimously **RESOLVED** that the quotation from Proludic for a Double Perch, Hip-Hop, replacement swing bay and replacement whizzer in the sum of £33,347.04 + VAT, be accepted, subject to confirmation of satisfactory references and compliance with the Council's insurance and health and safety requirements.

The basket swing had already been replaced by the Parish Council's Operational Inspector, which brought the total expenditure under budget.

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.*

### f) **Draft budget 2026/2027**

The draft budget was tabled for the Members consideration.

The Clerk left the meeting at 21:50 whilst the salaries and overtime were discussed and returned to meeting at 22:05.

The following items were considered in detail by the Members:

- Salaries and overtime – Consider including a budget for an office cleaner. Cleaning currently undertaken by the Clerk. No budget suggested. Remove Er's pension contributions for the Groundsman who has opted out of the LGPS.
- Election costs to be doubled – It is possible that moving forward the new West Surrey Unitary Authority may no longer share the election costs. (SALC advice).
- Replacement goal posts Jacobs Well Recreation Ground – remove from budget. The existing goal posts should be serviceable for a further five years.

- Local Government Review – Allow an initial budget of £10,000 for fees relating to potential asset transfers.

The revised budget amounted to £432,754. This represented an increase of £12.18 per year per Band D property. For most properties this would equate to the cost of one second class large letter stamp per month.

### **2025-385 - Clerk's Report**

- a) **Armistice Day Event – Harry's Meadow, 11 November 2025 at 10:50** – All are welcome.
- b) **Mandatory planning training** – Date to be confirmed once the most suitable date has been confirmed.

### **2025-386 - Chairman's Report**

This report covers the period 25 September to 5 November 2025, it has been another hectic period. Community Speed Watch deployments have continued throughout the six-week period.

#### **25 September**

I chaired the full council meeting.

The Parish Council were pleased to co-opt Cllr Radford Chancellor onto the Council and wished him every success in his new role.

#### **29 September**

In the morning, the Clerk and I attended the regular meeting with Merrist Wood College.

#### **1 October**

In addition to Cllrs Nuala Crampin, Sally Busby, Radford Chandler, and Mike Price I logged into the Councillor Zoom Forum.

I found the discussions on LGR and Asset Transfer to be extremely limited.

The discussion on Cloudy IT was informative and enabled follow up at the GP meeting. Cloudy-IT will be at the SALC Conference on 13 November. The agenda for the meeting will include:

- IT Efficiencies
- Finances
- LGR
- Procurement
- Hybrid Meeting (including a demonstration).

A reminder on Finances - a parish council has to pass a budget and following on from that a precept (band D rating).

It would appear that SCC do all their conferencing using Teams.

It was excellent that WPC received praise for our Resilience work from SCC.

#### **3 October**

In the morning, I collected the bulbs from the office to be planted into the planters at Perry Hill ready for handing over to Wendy Staniforth the lecturer at Merrist Wood College in charge of the Horticultural students. The students had cleared the planters of the summer planting ready to plant out the bulbs the following week. In the afternoon myself, the Clerk Gaynor White, the Assistant Clerk Victoria Fear, and the Vice Chairman Mike Price were invited to an informal meeting with the new owners of Merrist Wood Golf Club. We have arranged future quarterly meetings with the golf course owners.

We made the owners of the pending changes to Local Government and the possible impact it might have on any planning application that they submit and recommended that they organise engagement meetings with the general public prior to any planning application being submitted.

### **8 October**

In the morning, there was an initial budget setting review meeting which was led by the Clerk Gaynor White and attended by the Assistant Clerk Victoria Fear, the Finance Officer Helen Lawrence and Cllrs Nuala Crampin, Mike Price, Jonathan Snowball, the Groundsman Andy Connor, and me.

The draft budget to be discussed at the following General Purposes Meeting.

The Vice Chairman Mike Price and I met with residents of Jacobs Well Road ahead of the Planning Committee at Guildford Borough Council, to discuss the Planning Application on the Dennis site on Slyfield.

In the evening, along with the Vice Chairman, I attended the Guildford Borough Council Planning Committee. I presented the Parish Council's objection to the Planning Application on the Dennis site on Slyfield.

I am pleased to advise that after a long discussion, the Planning Committee refused the application.

### **10 October**

Having handed over the bulbs the week before I attended the planting out session. There are ten students who split into pairs and were allocated a number of bulbs and wall flowers for planting into the eight planters. The planting forms part of their course and final assessment.

I am pleased to report that the students that planted out in the previous May all passed the course.

### **15 October**

I attended the volunteering event at Fairlands and promoted the CSW work, which the Parish Council supports. Unfortunately, no additional volunteers came forward.

Thanks to all Cllr's that attended the event.

Although the number of volunteers coming forward was minimal the networking between the various organisations was an unexpected benefit, and as the Chair of FLGCA said everyone is suffering from the same problem, no-one is prepared to volunteer.

### **16 October**

I attended the Planning and General Purposes Meeting at which the high-level items in the Budget were discussed.

During the discussions on the staff salaries the Assistant Clerk Victoria Fear, who was clerking the meeting left the room.

No proposed changes to the Budget were proposed by the committee.

### **17 October**

In the morning there was a meeting of the Sponsorship Working Party consisting of the Clerk Gaynor White, myself and Cllr Geoff Burch, Cllr Jonathan Snowball was unable to attend due to illness. The working party was not a minuted meeting.

Areas that we could seek sponsorship for are.

- ❖ Christmas Lights
- ❖ Christmas Trees
- ❖ Playground Equipment
- ❖ Benches

### **20 October**

Approved by the Full Council – 18 December 2025

I attended the Police Community Engagement Meeting at Wood Street Primary School, also in attendance were Cllrs Brigitte Ahier, Mike Price, Saffina Ellahi, Richard Watson, and Geoff Burch.

The main concern was the level of anti-social behaviour being experienced within the Village.

The Police response was that their concentration is on Guilford Town Centre rather than the villages. They did offer to conduct a door-to-door exercise on the following day.

A Police Officer and PCSO attended the Parish office during the afternoon of 4<sup>th</sup> November as a follow up.

### **30 October**

In the morning myself, the Clerk Gaynor White and Cllr Radford Chancellor had an informal meeting about Podcasts.

In the afternoon The Clerk Gaynor White, Cllrs Sally Busby, Nuala Crampin, Mike Price and I attended a presentation by Wayne Muddle of Sirius on IT and telephone provision.

Sirius have submitted a quote for the provision of a telephone service, which has been circulated to all Cllrs for discussion at full council.

### **2025-387 - Items for the next Full Council Meeting Agenda**

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

### **2025-388 - Date of next meeting – Full Council Meeting Thursday 18 December 2025 - 19:30.**

Meeting closed: 22:21

Signed:

Chairman of the Council  
Date: 18 December 2025