



Minutes of the Planning/General Purposes and Finance Committee meeting held in the Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX at 7.30pm on Thursday 27 November 2025

2025-389 - Present

Councillors:

Cllr B Ahier, Cllr N Crampin, Cllr N Mitchell, Cllr B Nagle, Cllr M Price (Chairman of the meeting), Cllr R Watson, and Cllr T Wright.

Officers of the Council:

Clerk to the Council (Gaynor White).

Members of the public:

Mr A Farquhar.

2025-390 - Chairman's Announcements

The Chairman gave a small number of standard announcements.

2025-391 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch 1, para 40

Apologies and reason for absence received from Cllr S Busby. These were accepted.

Apologies were also received from the Assistant Clerk (Victoria Fear).

2025-392 - Public Participation

Mr Farquhar addressed the Parish Council regarding planning application number **25/P/01424**.

The Chairman thanked Mr Farquhar for addressing the Council. It was **RESOLVED** that the planning application for Land at Hill Place Farm would be brought forward on the agenda as a matter of courtesy.

2025-393 - 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.

2025-394 - Amendments to the Register of Interests

No amendments were made.

2025-395 - To receive and consider written requests for new DPI dispensations, if any

No requests were received.

2025-396 - Declaration of non-pecuniary Interests

No declarations were made.

2025-397 - Declaration of gifts or hospitality over £50

No declarations were made.

2025-398 - Planning Applications for consideration:

Planning Application No: 25/P/01424 - Land at Hill Place Farm, 132 Oak Hill, Wood Street Village, Guildford, GU3 3ET - Proposed erection of eighteen residential dwellings (including nine affordable dwellings), together with vehicular and pedestrian access, landscaping, car parking and community open space on land at Hill Place Farm, Wood Street Village, following demolition of the existing buildings.

1. Highway Safety and Traffic Impact

Community Speed Watch data demonstrates a clear and persistent speeding issue at this location, significantly above the general levels recorded elsewhere in the Parish.

- Parish-wide speeding percentages over the past three years: 2.3%, 1.4% and 2.3%.
- At Hill Place Farm: 7.8%, 6.2% and 4.8% over the same period.

This data indicates that vehicle speeds are notably higher at the proposed site, raising serious concerns about additional traffic movements and pedestrian safety.

The Parish Council therefore requests that full details of the proposed Copenhagen crossing be submitted before the application is finalised, so that its suitability and safety implications can be properly assessed.

Relevant Local Plan Policy:

- Policy ID3 – Sustainable Transport (requires safe and suitable access, prioritising pedestrian safety and minimising highway risk).
- Policy D1 – Place Shaping (requires layouts which create safe, legible and well-connected environments).

2. Flooding, Drainage and Sewerage Capacity

Local knowledge confirms that during Storm Henk, flood water entered the farmhouse at this location. This demonstrates the site's vulnerability to fluvial and/or surface water flooding and the need for robust evidence that the proposed development will not exacerbate local flood risk.

The Wood Street Flood Forum has also identified major concerns regarding the capacity of the existing foul sewerage system. Surface water ingress into the foul network is already creating significant operational problems, and the system is considered unable to cope with any additional load.

The Parish Council therefore seeks reassurance that Thames Water and the Lead Local Flood Authority have been fully consulted and that any required network upgrades will be secured prior to occupation.

Relevant Local Plan Policies:

- Policy P4 – Flood Risk (development must not increase flood risk on-site or elsewhere and must consider all sources of flooding).
- Policy P5 – Thames Basin Heaths, Water Quality and Water Infrastructure (requires adequate wastewater capacity and safeguards for water environment).

3. Landscape, Ecology and Habitat Impacts

The site will be visually prominent during much of the year as the boundary trees are deciduous. The proposed removal of hedgerow to achieve visibility splays will further increase the visual impact and reduce habitat connectivity.

Land to the north of the village green provides known habitat for owls and bats. The Parish Council requests appropriate ecological surveys and mitigation measures to ensure that local biodiversity is protected.

The nearby village pond is heavily used by residents and visitors for quiet recreation and enjoyment of nature. Any increase in vehicle movements is likely to disrupt the tranquillity and setting of this valued community asset.

Relevant Local Plan Policies:

- Policy P1 – Surrey Hills Area of Outstanding Natural Beauty / Landscape (protects valued landscapes and requires sensitively designed development).
- Policy P7 – Biodiversity and New Development (protects habitats, requires ecological surveys, mitigation and enhancements).
- Policy D1 – Place Shaping (protection of local character and important views).

4. Ground Conditions and Aquifers

Aquifers are present locally, and the Parish Council understands that this may place constraints on construction methods and drainage design. The Parish Council requests that the applicant provides clear advice from a qualified hydrogeologist on what can and cannot be undertaken on this site, together with any necessary protective measures.

Relevant Local Plan Policies:

- Policy P5 – Water Quality and Water Infrastructure (protection of groundwater and aquifers; requires appropriate assessment and safeguards).
- Policy D2 – Sustainable Design (requires developments to demonstrate safe and appropriate drainage solutions).

5. Heritage and Impact on the Conservation Area

The development site lies adjacent to the Wood Street Village Conservation Area. As presented, the proposals do not appear to preserve or enhance the character of the Conservation Area, nor do they respect important views from the southern side of the village green. The Parish Council is concerned that the scheme may cause

harm to designated heritage assets and requests that the applicant revisits the design and layout to address this.

Relevant Local Plan Policies:

- Policy D3 – Historic Environment (development must conserve and enhance heritage assets and their settings).
- Policy D1 – Place Shaping (protection of important local views and conservation of settlement character).

Conclusion

For the reasons outlined above, Worplesdon Parish Council raises significant concerns regarding:

- highway safety;
- flood risk and inadequate drainage infrastructure;
- landscape and ecological impacts;
- groundwater protection; and
- harm to the setting of the Conservation Area.

We request that these matters are fully addressed and evidenced before the application proceeds further.

Should you require any clarification regarding the local information provided, the Parish Council would be pleased to assist.

Mr Farquhar left the meeting at 19:50.

Planning Application No: 25/P/01327 - Flat 2, 5 Halifax Close, Worplesdon, Guildford, GU3 3FN

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Erection of a shed in rear garden (retrospective application).

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

Having reviewed the retrospective planning application, the Parish Council has the following concerns:

1. Lack of information on decking height:

No documents have been provided to show the height of the decking, which is necessary to determine the true overall ridge height of the structure contrary to Local Plan Policies D1 and D4.

2. Distance to boundary fences:

No measurements have been submitted showing the distance between the cabin and the boundary fencing. However, the applicant's own photographs appear to indicate that the required 1 m separation distance has not been met, contrary to Local Plan Policies D1 and D5.

3. Electrical supply on decking:

The presence of power on the decking raises safety and compliance concerns which require clarification contrary to Local Plan Policy D1.

4. Overall height:

The structure reaches 2.46 m to the ridge, contributing to its visual impact contrary to Local Plan Policies D4 and D5.

5. Overbearing appearance:

The photos submitted with the retrospective application demonstrate that the shed appears overbearing in its current position, contrary to Local Plan Policy D5.

6. Lack of guttering in a known flood area:

Given the site's known flood risk, the absence of guttering is inappropriate. Guttering and a water butt to attenuate flow are required to ensure proper surface-water management as per Policy P4.

Planning Application No: 25/P/01414 - Great Oaks, Goose Rye Road, Worplesdon, Guildford, GU3 3RQ -
Erection of first floor front extension over new open timber porch, single storey rear extension with conversion of existing garage into habitable accommodation and erection of new detached garage along with alterations to fenestration, following demolition of existing conservatory/front porch.

It was **RESOLVED**: that the Parish Council object on the following grounds:

1. Lack of garage dimensions:

No details have been provided in relation to the proposed double garage, including its dimensions, materials, or the means of access. Without this information, it is not possible to assess whether the building would comply with Policy D1 (Place Shaping) of the Guildford Borough Local Plan (2019), which requires new development to be of a high-quality design, appropriately scaled and using suitable materials that respect the character of the area.

2. Safety concerns:

Additionally, the drawings appear to show front-opening double doors at first-floor level with no balustrade or safety protection. This presents a clear risk of accidental falls. As such, the proposal does not demonstrate compliance with Policy D4 (Achieving High Quality Design), which requires developments to create safe environments and minimise risks to users.

Planning Application No: 25/P/01478 - 116 Envis Way, Fairlands, Guildford, GU3 3NL -

Erection of single storey front and rear extensions, with conversion of garage to habitable accommodation and changes to fenestration following demolition of existing conservatory.

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

Planning Application No: 25/P/01406 - Hollow Trees, Perry Hill, Worplesdon, Guildford, GU3 3RD -

Replacement windows and French Door together with a new canopy over the existing side entrance.

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

Planning Application No: 25/P/01462 - Crown Cottage, Perry Hill, Worplesdon, Guildford, GU3 3RD -

Application under Section 73 of the Town and Country Planning Act 1990 (as amended) to vary condition 2 (approved plans) of planning permission 25/P/00599 approved 03/07/2025 to make changes to the approved plans to allow for an increase in the depth of the approved rear extension and the installation of an additional Velux window.

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

The Parish Council notes that the five-bar gates have already been changed to 6ft panels and access gates, therefore the street scene plans (as submitted) no longer accurately reflect the changes which have already taken place.

Planning Application No: 25/P/01513 - Crown Cottage, Perry Hill, Worplesdon, Guildford, GU3 3RD -

Application Under Section 19 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended) to vary condition 2 (approved plans) of Listed Building Consent 25/P/00600 approved 03/07/2025 to make changes to the approved plans to allow for an increase in the depth of the approved rear extension and the installation of an additional Velux window.

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

The Parish Council notes that the five-bar gates have already been changed 6ft panels and access gates, therefore the street scene plans (as submitted) no longer accurately reflect the changes which have already taken place.

Planning Application No: 25/P/01404 and 23/P/00793 - The Folly, Backside Common, Wood Street Village, Guildford, GU3 3EB - Certificate of lawfulness for an existing development to establish whether lawful commencement of development approved under 23/P/00793 has occurred before the 6 February 2027.

It was **RESOLVED**: no comment as this is a legal matter.

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

It was **RESOLVED**: that the Parish Council resubmit its previous objections and raise the following matters:

1. Visibility splays

Visibility splays still have not been provided, contrary to *Local Plan Policy ID3 (Sustainable Transport)* and the requirements of *Manual for Streets* regarding safe inter-visibility at access points.

2. Swept path analysis

No swept path analysis has been provided, as required under *Policy ID3*, to demonstrate safe manoeuvring within the site.

3. Dimension of the existing wooden structure

No dimensional drawings of the existing wooden structure have been provided. Without this information, the proposal fails to comply with *Policy D1 (Place-shaping)*, which requires clear, accurate and comprehensive plans.

4. No EV charging points

No EV charging points have been provided, contrary to *Policy ID3* and the Council's Climate Change and Air Quality commitments, which require electric vehicle infrastructure for new development.

5. Ingress and egress

No evidence of the ability to enter and exit the site in forward gear has been provided. This is a *Policy ID3* requirement and is essential for highway safety at this location.

Conclusion

Worplesdon Parish Council has grave concerns about the proposal for a property at this specific location, which the Council considers poses significant harm to highway users. The Parish Council does not consider the application to be safe or compliant with Local Plan transport and design policies.

Planning Application No: 25/W/00082 – Hurst Farm, Clay Lane, Jacobs Well, Guildford, GU4 7PF -

Application for prior approval for the change of use from agriculture to flexible commercial use to provide storage (Use Class B8) under Schedule 2, Part 3, Class R of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended).

It was **RESOLVED**: that as this is a prior approval application, therefore only residents immediately affected by the proposal can comment Cllr M Price will go house-to-house to alert residents to this planning application.

2025-399 - Phone system and Microsoft 365 – BT One Phone contract being withdrawn by the operator in March 2026.

The Clerk advised that the current phone system is not fit for purpose, additionally BT PLC is withdrawing its OnePhone product at the end of March 2026.

Quotations had, therefore, been sought from alternative providers. The Parish Council currently has three contracts with BT, (BT OnePhone, SIM cards and broadband). Regrettably, a termination fee will be required to terminate the contracts, however, the Council is required to comply with statutory and organisational requirements. The Clerk had prepared a Confidential Briefing Paper which had been circulated to all members in advance of the meeting.

Members considered the Clerk's confidential Briefing Paper dated 24 November 2025, which set out the deficiencies in the Council's existing IT and telephony arrangements and the forthcoming statutory obligations required under AGAR (Annual and Governance Accountability Return) Assertion 10. The Council noted the need for improved cyber security, reliable broadband, hybrid meeting capability, Office 365 tenancy management, sector-specific support, and appropriate training for both staff and councillors.

Following discussion, it was proposed by Cllr M Price, seconded by Cllr N Mitchell, and unanimously **RESOLVED** that Worplesdon Parish Council appoint Cloudy-IT as its IT and telephony provider, including the provision of Office 365 licences, broadband, cyber security, hybrid meeting support and ongoing helpdesk assistance. The Clerk was authorised to enter into the necessary contractual arrangements.

It was further **RESOLVED** that, to ensure compliance with AGAR Assertion 10 and GDPR requirements, the Council approve in principle the purchase of sixteen tablets for councillor use. The cost of android tablets have been incorporated within the 2026/2027 draft IT budget.

2025-400 - Podcasts and sponsorship/gifts

The Clerk provided the following update:

Cllr R Chancellor and Cllr S Busby are willing to co-host the pilot podcast. If successful, future editions to be co-hosted by various councillors. Canine Partners were willing to participate subject to a mutually convenient date being available. At present, due to time restrictions, it does appear that making the pilot will have to be pushed back until January 2026.

Professional editing costs would be approximately £250 per month.

The National Association of Local Council's (NALC) have provided the following advice: under Section 142(1) of the Local Government Act 1972, parish councils may provide or publish information (including advertising)

relating to services available within the Council's area when such services are provided by the Council, other local authorities, government bodies, charities, voluntary organisations, or other bodies specified in subsection (1B). Information may also be published where it relates directly to the functions of the Council (for example, burial charges).

On this basis, parish councils may publicise community organisations that fall within the Section 142 definition via their websites, newsletters or similar platforms. However, the Council may not advertise local businesses or commercial organisations through its own communication channels, including any Council-run podcast. It was further noted that parish councils may accept gifts of money from local businesses under Section 139 of the Local Government Act 1972, and that councils may participate in promotional or informational activities organised by third-party bodies, such as local radio or podcasts, to highlight Council work and the work of community groups.

Funding for the podcasts will, therefore, need to be reconsidered and the Parish Council's Sponsorship Policy will need to be reconsidered in accordance with NALC's advise as stated above.

2025-401 - Christmas Carols – Wood Street Village Green

The WSVA had submitted a copy of their risk assessment for the event, which had been circulated to all members in advance of the meeting.

It was proposed by Cllr B Nagle, seconded by Cllr R Watson, and unanimously **RESOLVED** that permission to hold the Christmas Carol event on Wood Street Village Green be approved.

2025-402 - Electricity pit – Jacobs Well (grass verge in front of the village hall)

The JWVHT had requested the use of some of the former JWRA monies to enable the purchase of a specialist pit to facilitate the illumination of the Christmas tree cone. The cost of the specialist pit being £1,879 & VAT. The village hall Trustees to pay for the electricity supply and electrician costs.

Following discussion, it was proposed by Cllr R Watson, seconded by Cllr T Wright that the Parish Council would be willing to release £1,879 for this purpose, as it was understood that the JWVHT could reclaim the VAT. The Village Hall Trustees to place the order for the specialist pit and to obtain the appropriate licences from Surrey County Council.

2025-403 - Horse field, Salt Box Road – Community Asset Transfer request

The Clerk provided a verbal update regarding the borough council's proposed disposal of the "horse field" at Salt Box Road.

An initial draft email to all 48 Guildford Borough Councillors was read out to the Committee. Members were advised that this draft may be refined and issued on Friday 28 November. The email outlined:

- the results of the community survey, showing exceptionally strong support (95% of 617 respondents) for Worplesdon Parish Council's proposal to purchase the field for community, ecological and recreational purposes; and
- the Parish Council's understanding that a restriction remains on the Title Deed which appears to prevent lawful disposal of the land at this time.

It was reported that the Borough Council has refused the Parish Council's Community Asset Transfer (CAT) request. A response has also been received from Peter Hall regarding the Parish Council's request to purchase the field at an amenity value of £200,000. The email confirms that the officers' recommendation to the Executive on 4 December will be to sell the site on the open market. It reiterates the site's allocation in the adopted Local Plan as a burial ground, notes that the land was purchased by the Borough Council in 2021 at open market value (£600,000), and explains that an open-market sale is considered the appropriate method to achieve best consideration and contribute towards the Borough Council's £20m disposal target for April 2027. Peter Hall's email also states that the Council's policy on disposals at less than best consideration does not apply to this asset, but that Worplesdon Parish Council may submit an offer through the normal sale process if the Executive approves the recommendation.

The Committee was further advised that no corresponding accounting entries have yet been identified in Guildford Borough Council's published accounts relating to the Borough Council's purchase of the land in March 2021. Clarification will therefore be sought from Cllr Philip Brooker.

The Clerk report that Cllrs Burch and Snowball had accompanied her to the Lingfield Nature Reserve, which had been particularly helpful. Lingfield Nature Reserve is leased to and administered by a Management Committee on behalf of Lingfield Parish Council. The accompanying written report, including observations and management considerations, were to be circulated to all Parish Councillors on 28 November 2025.

It was further noted that a group of Parish Councillors intends to attend GBC's Executive meeting on 4 December 2025, at which the disposal of the horse field is expected to be considered.

A further update will be provided once a response is received from Guildford Borough Council to the enquiries raised.

2025-404 - 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 Ahier, and unanimously **RESOLVED** that payments to the value of £26,507.17 be approved. The payment list was duly signed by the Chairman of the Council, Cllr N Mitchell, during the meeting.

Table 1: Payments list 27 November 2025

Code	Date	Description	Supplier	Net	VAT	Total
Revenue Costs Works Vehicle	04/11/2025	Fuel for works van	JP&S Servicess Ltd	33.73	6.75	40.48
Land Management	04/11/2025	UltraGrime PRO Multiuse Cleaning Wet Wipes	ATC Cleaning & Janitorial Supplies Ltd (Amazon)	52.50	10.50	63.00
Land Management	05/11/2025	Cleaning Wipes	Godfreys IT Ltd	53.04	10.61	63.65
Chairman's Allowance	06/11/2025	Donation - re P Cragg	Guide Dogs	150.00	0.00	150.00
Land Management	08/11/2025	Materials	Sainsburys	1.50	0.00	1.50
IT budget	10/11/2025	External back-up - November 2025	RISC IT	48.40	9.68	58.08
Land Management	10/11/2025	Plastic Chain for JW War Memorial	Toolstation	6.23	1.25	7.48
Land Management	12/11/2025	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	34.42	6.88	41.30
Establishment Charges	12/11/2025	Hazardous waste removal	CLD Services Ltd	129.70	25.94	155.64
Revenue Costs Works Vehicle	12/11/2025	Fuel for works van	Waitrose Shell	44.64	0.00	44.64
Land Management	13/11/2025	Cutting back roadside hedge White Hart Lane	Meadows Landscaping & Tree Services	300.00	60.00	360.00

Code	Date	Description	Supplier	Net	VAT	Total
Establishment Charges	13/11/2025	2 x A0 Maps for Wood Street Flood Forum	Repropoint	52.00	10.40	62.40
IT budget	15/11/2025	Additional back-up	Apple.com	2.49	0.50	2.99
Establishment Charges	17/11/2025	Materials	Sainsburys	4.30	0.00	4.30
Parish Office	17/11/2025	Gas & Electricity - Unit 2 Saxton - 01.10.25 - 31.10.25	Octopus Energy Limited	103.30	5.17	108.47
IT budget	18/11/2025	Subscription - 17.11.25 - 16.12.25	Adobe	16.64	3.33	19.97
IT budget	19/11/2025	ChatGPT Plus Subscription	OpenAI LLC	16.67	3.33	20.00
Land Management	19/11/2025	Sand for Sandbags	Mr N Smart - Wickes	9.25	1.85	11.10
Land Management	19/11/2025	Sandbags	Mrs V Fear - Peter DIY Ltd	24.14	4.83	28.97
Revenue Costs Works Vehicle	19/11/2025	Wiper blade and tyrefix for Works Van	Mr N Smart - Normandy Garage	34.77	6.95	41.72
Parish Office	19/11/2025	Water and sewerage charge - Unit 2 Saxton - 01.10.25 - 31.10.25	Castle Water	30.19	0.00	30.19
IT budget	19/11/2025	OnePhone - phone charges - including mobile data	BT PLC	225.56	45.11	270.67
Revenue Costs Works Vehicle	19/11/2025	Heater for Works Van	Machine Mart	22.48	4.50	26.98
Land Management	20/11/2025	Drainage parts - scraper and boring tool	Convenient Drain & Pipe Solutions Ltd	38.08	7.62	45.70
Revenue Costs Works Vehicle	20/11/2025	Fuel for works van	Mr N Smart - MFG Woodbridge Hill	7.01	0.00	7.01
Tree Surgery	21/11/2025	Tree works following annual tree survey	Meadows Landscaping & Tree Services	4,850.00	970.00	5,820.00
IT budget	24/11/2025	Standard Fibre 76 Pro & Digital Line	BT PLC	55.95	11.19	67.14
Parish Office	26/11/2025	Intruder Alarm - one year's monitoring and fully inclusive maintenance from 05.11.2025	AB Alarms (Fairlea Online Ltd)	440.00	88.00	528.00
Audit Fees	26/11/2025	Internal Audit 2025-26	Mulberry Local Authority Services Limited	203.75	40.75	244.50
Land Management	26/11/2025	Hire of storage container MW - November 2025	Activate Learning	87.00	0.00	87.00
GBC Emptying Litter Bins	26/11/2025	GBC Bin Emptying Charge (12 bins)	Guildford Borough Council	3,070.00	0.00	3,070.00
Playground Repairs	26/11/2025	Quarterly playground inspections	MJR Services	225.00	0.00	225.00
Playground Repairs	25/11/2025	Gravel board for under bench	Selco Builders Warehouse	23.32	4.67	27.99
Staff Costs	27/11/2025	Salaries/ PAYE/ NI/Pension Conts Ee's & Er's	Staff Costs	14,676.40	0.00	14,676.40
Staff mileage	27/11/2025	Mileage	Mrs G F White	76.70	0.00	76.70
Staff mileage	27/11/2025	Mileage	Mrs V C Fear	18.20	0.00	18.20
Total				25,167.36	1,339.81	26,507.17

b) Draft budget 2026/2027

The revised draft budget, as considered by the Full Council, was tabled for the Committee's consideration. The recommendations within the Internal Audit, as presented by Mark Mulberry of Mulberry Local Authority Services Ltd (to be formerly considered/approved at the Full Council Meeting to be held on Thursday 18 December 2025) were put to the Planning/General Purposes and Finance Committee.

Following detailed consideration, it was proposed by Cllr M Price, seconded by Cllr B Nagle and unanimously **RESOLVED** that the following budgetary changes be recommended to the Full Council based on the professional advice of the Parish Council's internal auditor:

Budget Heading	Comments	Recommendation
General Reserves	The Internal Auditor has advised that drawing £20,000 from General Reserves would leave the Council's reserves at a level considered insufficient for sound financial management.	In light of this advice, the Committee recommended that the draft budget be adjusted to remove the proposed utilisation of General Reserves.
Local Government Review	<p>The Internal Auditor advised that the Council he had <i>"grave concerns the council is not making sufficient provision for the additional work that will inevitably be required. Council has a duty of care to consider the well-being of its staff and part of this is current workload"</i></p>	The Committee therefore considered the implications of the LGR and recommended increasing this budget to £20,000.
IT	<p>The Internal Auditor reminded the Council of the need to take into account the new assertion (Assertion 10) of the AGAR (Annual Governance and Accountability Return) that will become effective on 31 March 2026. The new assertion places additional compliance requirements on the Council linked to GDPR and hybrid meetings. The Clerk advised that a quotation had been obtained from Cloudy-IT for the provision of 16 Apple iPads with keyboard, folio case and trackpad with full training and support amounted to £8,719 & VAT. The Clerk was asked to establish why Cloud-IT had recommended this particular product.</p>	That the IT budget be increased to £12,000 to enable tablets to be purchased for all Members.
Office cleaning budget	At present the office cleaning is carried out by the officers.	Recommendation: That a budget of £3,000 be created to enable a cleaner to be appointed.
Staffing	<p>In light of the Internal Auditor's concerns about the current admin staffing level, Cllr M Price advised that initial discussions had taken place about the possibility of a Communications and Engagement/Events Officer being appointed on a part-time basis to ease the current workload. The Staffing Committee would obviously need to consider this proposal in detail; however, the budget must be set prior to the next Staffing Committee meeting.</p>	That an additional £10,000 would be set aside to enable a further part-time officer to be employed in the second half of 2026/2027.

The above changes increased the draft 2026/2027 budget to a total of £477,754.

The RFO confirmed that, at present, parish and town councils are not capped. However, that may not always be the case and therefore the use of general reserves to lower the budget is unwise given the uncertainty of the Local Government Review and the possibility that a number of services could potentially be devolved to the Parish Council.

Cllr N Mitchell reminded the Committee that the budget must be set prior to the Precept “Band D rating” being set. The Clerk confirmed that the tax base information had not yet been issued by Guildford Borough Council.

Following discussion, it was proposed by Cllr M Price, seconded by Cllr B Nagle and unanimously **RESOLVED** that the revised budget be tabled at the 18 December 2025 Full Council meeting for further consideration.

2025-405 - Date of next Planning/General Purposes and Finance Committee meeting: 5 February 2026.

Meeting closed 22:16.

Signed:

Chairman of the Parish Council
18 December 2025