



**Minutes of the Full Council Meeting held in the
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX
at 19:30 on Thursday 18 December 2025**

2025-406 - Present

Councillors:

Cllr B Ahier, Cllr S Busby, Cllr G Burch, Cllr R Chancellor, Cllr N Crampin, Cllr S Ellahi, 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:

County Councillor K Witham, Borough Councillors Cllr Bill Akhtar, Cllr H Brooker and Cllr P Brooker, and Jonathan Lord and a member of the public were present for part of the meeting.

2025-407 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40

Apologies and reason for absence had been received from Cllr M Fance, Cllr B McShee and Cllr C Riley. The apologies and reasons for absence were accepted.

2025-408 - Public participation session

No members of the public wished to address the Parish Council.

2025-409 - Chairman's Announcements

The Chairman gave a number of announcements to the Meeting.

2025-410 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

2025-411 - 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.

2025-412 - To receive and consider written requests for new DPI dispensations

No requests were received.

2025-413 - Amendments to the Register of Interests

No declarations were made.

2025-414 - Declaration of gifts or hospitality over £50

No declarations were made.

At 19:37 a member of the public arrived. The Chairman waived standing orders to enquire whether the member of the public wished to address the Council. The member of the public advised that she had come to listen to the discussion about the horse field, Salt Box Road but did not wish to directly address the Council.

2025-415 - Borough Councillor's report

Cllr P Brooker gave the following report to the meeting:

a) Horse Field – Salt Box Road

Members were updated on ongoing matters relating to the Horse Field site off Salt Box Road, Worplesdon. Guildford Borough Council officers are progressing plans to dispose of the site as part of the Council's Asset Disposal Programme, with a formal decision having been considered by the Executive Committee on 4 December 2025. Worplesdon Parish Council has expressed strong community interest in acquiring the land under the Community Asset Transfer policy and has submitted a formal Expression of Interest. Officers have advised that the site does not meet the statutory definition of a community asset and that there is no basis to defer disposal. The matter remains under consideration by the Executive.

b) Community Governance Review (CGR) & Local Government Reorganisation

Members were reminded that the current Community Governance Review (CGR) must be concluded prior to the implementation of local government reorganisation. Once the new unitary authority is established, the current CGR cannot be reopened or continued under the existing two-tier local government arrangements.

c) Council Homes and Housing

An update was provided following discussions held earlier in the week in relation to Council housing matters and housing delivery within the borough.

d) Senior Officer and Section 151 Changes

Members were advised of key changes within the Council's senior leadership. Jo Knight is due to leave the authority and the Council's Section 151 Officer, Richard Bates, has also submitted his resignation. These changes form part of a wider period of organisational transition.

e) Executive Member Changes

Members were informed that Councillor Tom Hunt and Councillor Richard Lucas have stepped down from their roles on the Council's Executive with immediate effect. Both councillors remain Members of Guildford Borough Council.

f) Housing Development – Taylor Wimpey

Members were informed of emerging housing development proposals within the borough, including proposals for new homes and flats by Taylor Wimpey, which remain subject to the planning process.

g) Worplesdon Parish Council Chairman's Thanks

The Chairman thanked Cllr P Brooker for his presentation to the Guildford Borough Council Executive Committee at its meeting held on 4 December 2025.

2025-416 - County Councillor's report

Cllr K Witham's report had been circulated to all Members via email in advance of the Full Council meeting. The report covered the following topics:

- “Build, baby build” - Labours message
- The effects on Normandy and Fairlands?
- SCC’s Draft Budget 2026 YOUR chance to have YOUR say
- “T.R.I.P.” advice
- Warm hubs for this winter

Councillor Witham invited any questions arising from the content of his report and gave further information regarding the following topics:

a) Housing and Planning Matters

Councillor Witham provided an update on local and strategic housing issues affecting the borough and surrounding villages.

Housing development remains a national priority, with the Government placing significant emphasis on increasing housing stock. Large-scale developments are being actively promoted, and local authorities are facing increasing pressure to accommodate new sites. Councillor Witham advised that this national policy direction is reducing the ability of local authorities to refuse development proposals.

In Normandy, two significant housing proposals are currently being discussed. One proposal promoted by Taylor Wimpey would provide up to approximately 950 new homes, with an additional proposal for around 200 homes. A recent public meeting was attended by approximately 150 residents. Normandy Parish Council has reported that around 95% of respondents to its local survey are opposed to the proposals.

Councillor Witham referred to recent national commentary emphasising the Government’s drive to increase housing delivery and its engagement with major housing developers, noting the potential implications this may have for local decision-making.

Within the wider Worplesdon area, Councillor Witham advised that he is aware of two possible sites that may come forward for development: land at Tangley Lane Farm and land to the rear of Worplesdon Primary School off Aldershot Road, the latter including common land. At this stage, no formal planning applications have been submitted.

Members were reminded that Guildford Borough Council has issued a “call for sites” as part of the evidence-gathering process for a future Local Plan update. This process allows landowners and developers to put forward sites for potential consideration. Historically, sites submitted through this process have included Merrist Wood College, Blackwell Farm and Liddington Hall Farm.

b) Road Safety and 20mph Speed Limits – Fairlands

Councillor Witham provided an update on the proposed 20mph speed limit scheme in Fairlands. Speed data has been collected, including analysis of 85th percentile speeds. The data shows minimal change in vehicle speeds, with average speeds remaining below 30mph outside school hours. The data is not considered to be skewed by school-time traffic.

Across Surrey, approximately 20 locations are currently being considered for 20mph schemes, with Fairlands being one of these. Councillor Witham advised that responses to public consultation have been mixed: many residents support 20mph limits for community safety reasons, while others question their effectiveness.

The main concern raised by Fairlands residents remains the existing “no right turn” arrangement at a local junction. Reconfiguring the road layout to address this issue would involve significant costs, estimated in the region of £60,000 - £100,000. By comparison, the introduction of a 20mph scheme would cost approximately

£20,000. Even if the 20mph Zone funding pot could lawfully be spent on the no right turn, which cannot, it would be insufficient to cover the cost of altering the junction layout.

Councillor Witham confirmed that once the results of the 20mph public consultation are available, these will be shared with the Parish Council.

At 19:51 Cllr K Witham, Cllr B Ahier, Cllr H Brooker, Cllr P Brooker, and Mr J Lord left the meeting.

The Council resolved to bring forward the horse field item for the benefit of the member of the public.

2025-417 - Horsefield, Salt Box Road

The Parish Council consultation results had been collated. Of the 640 respondents (representing a 18% response rate for the number of flyers that were distributed), 95% were in favour of the field remaining in public ownership and 95% were in favour of financially contributing towards the cost of purchasing the field, which had been estimated by the Parish Council based on land previously purchased from Guildford Borough Council to be worth approximately £200,000, particularly given the limitations of the 400m SPA Buffer Zone (which prevents residential dwellings).

It was agreed that the survey results would be issued to Guildford Borough Council and placed on the Parish Council's website.

All email correspondence regarding this matter had been circulated to the Members.

Despite repeated requests, Guildford Borough Council has not provided the Parish Council with a copy of its valuation report in relation to the purchase of the land. Additionally, no items relating to this purchase had been included in the Borough Council's £500 payment list in accordance with the Transparency Regulations 2015.

Since the consultation, it has come to light that Guildford Borough Council paid £600,000 for this field and are not legally able to dispose of the field at less than the market value, as they must abide by Best Value legislation.

It was agreed proposed by Cllr N Mitchell, seconded by Cllr J Snowball, and unanimously **RESOLVED** that the Parish Council would write to Guildford Borough Council's auditors seeking their opinion about the omissions from the £500 payment lists for 2020/2021.

At 20:00 Standing Orders were waived to enable the member of the public to address the Council. The member of the public advised that local residents have concerns about access to the field, as well as the 400m buffer zone.

The meeting was reconvened at 20:01.

The member of the public thanked the Council and left the meeting at 20:02.

2025-418 - Anti-social behaviour – Wood Street Village Green

The Chairman advised that Wood Street Green is registered common land. Under Section 38 of the Commons Act 2006, any permanent works which change the surface, layout or access to registered common land — including the installation of kerbstones — are classed as “restricted works”.

Restricted works cannot be carried out without formal consent from the Secretary of State, administered through the Planning Inspectorate. Kerbstones are treated as hard-edge structures and therefore fall within this category. At present, no Section 38 application has been made or determined. Any future proposal would therefore require a formal application process, public consultation, and a decision by the Secretary of State before it could lawfully proceed.

Members then discussed concerns regarding occasional vehicle incursions onto Wood Street Village Green and the suggestion that kerbstones or other physical measures be installed.

It was noted that vehicle incursions have occurred intermittently over many years and are not considered a persistent or worsening issue. Concerns were raised that the installation of kerbstones would not represent a proportionate or effective use of Parish Council resources, particularly given wider socio-economic considerations across the Parish and the need to try to ensure, where possible, equitable allocation of funding between communities. It was suggested that available funds would be better directed towards addressing the underlying causes of antisocial behaviour rather than physical deterrents. It was also noted that many residents value the open aspect of the Green and do not wish its appearance to be altered.

Members expressed the view that kerbstones would be unlikely to prevent access by vehicles where drivers are unconcerned about potential damage, and that similar measures further round the village green are ineffective. It was further noted that kerbstones would not prevent access by motorcycles, cycles, pony and traps, or pedestrians, and could negatively affect different user groups.

The potential cost of works (estimated at approximately £20,000) was considered significant in relation to the likely limited impact. Reference was made to a previous resident survey, which indicated that a majority of respondents did not support the installation of posts, in part due to the additional grass-cutting and ongoing maintenance requirements such measures would create.

Conversely, Members acknowledged the distress experienced by some residents, particularly newer residents, and recognised the expectation that the Parish Council will respond in circumstances where there is limited visible policing. It was agreed that a solution-focused approach is preferable and that the Council should consider whether there are alternative ways to support the community, even where no immediate or obvious solution is available.

Members agreed that kerbstones would not be pursued at this time. The matter may be revisited in the future; however, it was noted that no provision currently exists within the approved budget for such works.

2025-419 - Minutes of the previous meetings:

It was proposed by Cllr R Watson, seconded by Cllr N Crampin, and unanimously **RESOLVED** that the minutes of the Full Council Meeting held 6 November 2025 be approved and signed by the Chairman as a true record.

It was proposed by Cllr M Price, seconded by Cllr T Wright, and **RESOLVED** that the Planning/General Purposes and Finance Committee Meeting held 27 November 2025 be approved and signed by the Chairman as a true record.

2025-420 - Planning Applications for consideration:

Planning Application No: 25/P/01475 - 120 Frog Grove Lane, Guildford, GU3 3HB - Erection of a single storey extension on the same footprint following demolition of existing conservatory.

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

Planning Application No: 25/P/01562 - Riverview Business Park, Clay Lane, Jacobs Well, Guildford, GU4 7NA

Change of use from Class E and Sui Generis use to use Class F2 for the erection of a swimming pool cover (including changing, lavatory and shower facilities and reception area) together with cycle store.

It was **RESOLVED**: that whilst the Parish Council has no objection in principle to the proposed Class F2 community use, it considers that the application, as submitted, fails to demonstrate that the development would operate safely or without harm to highway safety, accessibility or flood risk, and is therefore contrary to the adopted Local Plan and national planning policy.

1. Poor Access, Increased Traffic and Highway Safety

The Parish Council notes that traffic movements within Riverview Business Park are currently limited. The proposal seeks to operate seven days per week and is expected to result in a material increase in vehicle movements (estimated at 5–10 additional vehicles per hour), particularly at peak change-over times.

The existing access suffers from poor visibility and restricted sightlines, making egress difficult. Turning right out of Riverview Business Park is already problematic and hazardous. The Parish Council considers that the additional traffic

generated by the proposal would materially worsen highway safety conditions.

This is contrary to:

Guildford Borough Local Plan (2019) Policy P2: Sustainable Transport

Local Plan Policy P3: Infrastructure and Services

NPPF paragraphs 110–113, which require development to provide safe and suitable access and ensure that highway impacts are not severe.

2. Absence of a Traffic Management Plan

No Traffic Management Plan accompanies the application. Given the intensity of the proposed use, seven-day operation, peak session change-over times and existing access constraints, the Parish Council considers this omission to be significant.

Without a Traffic Management Plan addressing arrival/departure patterns, drop-off and pick-up arrangements, queuing, and safe access and egress, the impacts of the development cannot be properly assessed.

This is contrary to:

Local Plan Policies P2 and P3, and NPPF paragraph 111, which requires applications to be supported by appropriate transport evidence proportionate to the scale of development.

3. Insufficient Parking Provision (Including Minibuses)

The Parish Council considers the proposed parking provision to be inadequate, particularly during peak change-over periods. Insufficient on-site parking is likely to lead to overspill parking, with consequent harm to highway safety and local amenity.

No provision appears to have been made for minibus parking or manoeuvring, which would reasonably be expected for a facility likely to serve organised groups and SEND users.

This conflicts with:

Local Plan Policy P5: Parking, and

NPPF paragraph 110, which seeks to ensure that parking provision does not result in unsafe conditions.

4. Lack of Disabled Parking and Inclusive Access

No clearly identified disabled parking spaces are shown. Given that the primary users are expected to include SEND children, the absence of dedicated and conveniently located disabled parking is a serious concern.

This is contrary to:

Local Plan Policy D1: Place Shaping, which requires development to be inclusive and accessible, and NPPF paragraph 92, which seeks to ensure that social and community facilities are inclusive and accessible to all.

5. Surface Water Drainage and Flood Risk

The site lies within an area known to experience surface water flooding. The application fails to demonstrate how surface water run-off would be managed or attenuated.

The Parish Council considers that robust sustainable drainage and rainwater retention measures must be provided to ensure that the development does not exacerbate flood risk on-site or elsewhere.

This is contrary to:

Local Plan Policy P1: Climate Change Mitigation and Adaptation, and NPPF paragraphs 159–169, which require development to be safe from flooding for its lifetime and not increase flood risk elsewhere.

6. Cycle Parking and User Safety

While six cycle stands are proposed, the Parish Council questions their suitability given the nature of the use. Concerns are raised regarding children leaving the site wet and cycling along a busy road, notwithstanding the presence of a cycle track opposite the site.

The Parish Council considers that user safety has not been adequately addressed, contrary to:

Local Plan Policy P2, and NPPF paragraph 110.

7. Cumulative Impact with Nearby Uses

The Parish Council notes the proximity of the proposal to the planned pedestrian access and car parking for the nearby SANG, together with the existing car wash, which already generates significant vehicular movements, particularly at weekends.

The cumulative impact of these uses on traffic flow, access and highway safety has not been adequately assessed.

This is contrary to:

Local Plan Policy P3, and NPPF paragraph 111.

Conclusion

For the reasons set out above, Worplesdon Parish Council objects to this planning application. The proposal fails to demonstrate that it can operate safely, sustainably or without exacerbating existing access, parking and flooding issues, and is therefore contrary to the Guildford Borough Local Plan (2019) and the National Planning Policy Framework.

Planning Application No: 25/00615/REV - Proposed development at Farnborough Airport, Farnborough Road, Farnborough, Hampshire GU14 6XA

Variation of Conditions 2 (aircraft movements) and 6 (aircraft weight), and replacement of Conditions 7 (1:10,000 risk contour) and 8 (1:100,000 risk contour), of planning permission 20/00871/REVPP determined on the 22/02/2022, in order to:

- a) increase the number of non-weekday aircraft movements from 8,900 to 13,500 per annum, and
- b) amend the permitted annual flight movements weight category from 50,000-80,000 kg to 55,000-80,000 kg, retaining the overall cap of 1,500 movements (within this cap: aircraft between 50,000-55,000 kg that do not meet ICAO Chapter 14 (or equivalent) noise standards shall continue to be counted, and non-weekday movements within the revised category shall increase from 270 to 405), and to
- c) replace Conditions Nos. 7 (1:10,000 risk contour) and 8 (1:100,000 risk contour) with a new condition to produce Public Safety Zone maps in accordance with the Department for Transport Requirements

REASON FOR NOTICE: The application was accompanied by an Environmental Statement. The proposed development does not accord with the provisions of the development plan in force in the area in which the land to which the application relates is situated.

The application was debated. The Chairman asked the members whether or not they wished to lodge an objection.

A vote took place. Result of the vote: 8 members had no objection to the application, 3 objected and 1 abstained. It was, therefore, **RESOLVED** that the Parish Council would make no comment regarding this application.

2025-421 - Challengers Jazz Festival – Sunday 19th July 2026

Following discussion, it was proposed by Cllr R Watson, seconded by Cllr J Snowball and unanimously **RESOLVED** that in principle the Parish Council approved the use of the Green for the Jazz Festival to be held on Sunday 19 July 2026.

It agreed that the Parish Council advise Challengers of the need to formally seek permission to use the marquee (as proposed within the event application form) from the Wood Street Village Horticultural Society.

No discussion took place regarding any fee for use of the Green. This will need to be considered in due course.

2025-422 - JWRA funds – Minute number 2025-402 refers

Subsequent to the Full Council meeting held 27 November 2025, the JWVHT had advised that it did not feel it appropriate for them to apply to Surrey County Council for a licence should it be necessary, as the power supply is required by the Parish Council to facilitate the illumination of its Christmas tree. The JWVHT were, however, willing to assist the Parish Council by providing the power supply and paying for the electricity to illuminate the Christmas tree. The JWVHT is concerned about the current temporary arrangement to power the Christmas tree and would appreciate the Parish Council providing the specialist pit, which the JWVHT would be willing to fit and get signed off as part of its Electrical Installation Condition Report (EICR) requirements, as the EICR report has to be signed off every five years.

Members agreed to set aside any consideration of a permanent Christmas tree and will continue erecting the temporary Christmas tree, as per the signed contract with JDS Decorations Ltd.

It was noted that an article regarding potential uses of the funds had been published in the village newsletter; however, very few responses had been received. Members were advised that Parish Council funds could not be allocated to support the newsletter, as it is self-funded through advertising.

Members further noted that the Parish Council could not simply donate funds towards village hall maintenance. However, the Village Hall Trust would be eligible to apply to the Parish Council for a grant towards capital expenditure, should they wish to do so.

Support was expressed for the possible provision of one or two Silent Soldiers.

Members confirmed that the decision to spend the former JWRA monies rested with the Council and that resident approval was not required, as the Parish Council does not operate a participatory budgeting process.

It was proposed by Cllr M Price, seconded by Cllr J Snowball, and unanimously **RESOLVED** that, for the time being, the funds continue to be ringfenced within a separate budget for use within Jacobs Well.

2025-423 - Royal Garden Party Nominations invited 2026

Members were advised that the Surrey Association of Local Councils (SALC) had invited each Council to submit a single 50-word nomination for an outstanding councillor to attend one of the King's Royal Garden Parties in 2026 (date to be confirmed). The closing date for nominations was noted as 5.00pm on Friday 16 January 2026.

It was proposed by Cllr B Nagle, seconded by Cllr M Price, and unanimously **RESOLVED** that Worplesdon Parish Council nominate Cllr N Mitchell in recognition of his outstanding service to the community, including sustained leadership of Community Speed Watch and an exceptional record of blood donation (108 pints).

2025-424 - Repositioning of the bench – northern end of Perry Hill Green

Cllr G Burch advised that he had consulted the residents of the Green as instructed by the Parish Council. All residents agreed that the most suitable location for the bench to be relocated to was back-to-back with the existing bench beside the bus shelter.

It was proposed by Cllr G Burch, seconded by Cllr R Watson and unanimously **RESOLVED** that the bench be relocated as suggested. The works to be undertaken as the earliest opportunity by the contractor who originally installed the bench. A quotation for the costs to obtain.

Power to spend: Open Spaces Act 1906 ss 9 and 10

2025-425 - Public consultation – 20mph speed limit for Fairlands

Surrey County Council is undertaking a public consultation on a proposal to introduce a 20mph speed limit in Fairlands.

A detailed discussion took place. Members noted that the request for a reduced speed limit had originated from the Fairlands, Liddington Hall and Gravetts Lane Community Association. It was further noted that current traffic data indicates the V85 speed in the area is already close to 20mph. Members also noted that the funding available for the introduction of 20mph speed limits is ring-fenced and cannot be used for alternative highway purposes.

Following the discussion, Members agreed that the Parish Council would not submit a corporate response and would leave it to individual residents to decide whether they wished to respond directly to Surrey County Council's public consultation.

2025-426 - Quarterly Playground Inspection Summary

Quarterly Playground Inspections – 20 November 2025 Summary of Findings – 2 December 2025

On 20 November 2025 Inspector Mark Culverhouse from MJR Services inspected all five play areas within Worplesdon parish. This is a summary of findings from all five reports:

Fairlands Play Area

Gates – closing slowly. Likely to be due to cold weather.

Junior swings - eye fixings on Tango seat are loose but tightened to the max. (**Low Risk – Monitor**) [Groundstaff have confirmed that the fixings are installed as they are supposed to be]

Multiplay unit – some slight graffiti scratched into a panel. (**Low Risk – Monitor**)

Wetpour – Rubber edge is shrinking back leading to path to field, starting to break up in front of climbing rock where two holes have formed, and lifting under swing barrier. Lots of acorns on surface causing slip hazard. (**Low Risk – Monitor holes. Acorns to be cleared by Groundstaff.**)

[NB. The climbing rock and associated wetpour are set to be replaced in December 2025]

White House Lane, Jacobs Well Play Area

HAGS multi-play unit – Tear in scramble net cover. (**Low Risk – Monitor split**)

Basket swing – wear on connectors to basket. (**Low Risk – Monitor**)

Tango seat – eye fixings on Tango seat are loose. (**Low Risk – Monitor**) [Groundstaff have confirmed that the fixings are installed as they are supposed to be]

Roundabout – Some shrinkage to the edge of the wetpour around the roundabout. (**Low Risk – Monitor**)

There is a raised drain between the see-saw and basket swing causing a potential trip hazard. (**Medium Risk – Groundstaff to address**)

Wood Street Green Play Seat Area

Consider giving it a coat of paint imminently [to be added to Groundstaff's list]

Worplesdon Play Area

Worplesdon Junior/Teen Area

The bearing on the green whizzer is wearing. (**Medium Risk – Monitor**)

Edge snapped off corner of MUGA points board (**Low Risk – Monitor snapped corner**)

The Typhoon is in good order but chain sleeves are split and two of the seats are split. Some cracks are opening up in the wet pour. (**Low Risk – Monitor**)

Basket swing – some slight wear in rubber behind main swing area. (**Low Risk – Monitor**) [NB. The green whizzer, double swing bays, and the Typhoon are set to be replaced in late February 2026, with completion before Easter 2026]

Worplesdon Toddler Area

Wooden bench – rub down and treat. [Groundstaff to address] (**Low Risk – Monitor**)

Double swing bay – square and triangle hard-wear pads are starting to come away from the wetpour. (**Low Risk – Monitor**) [Swing bay and associated wet pour to be replaced commencing late February 2026]

Toddler swings – eye fixings on Tango seat are loose. (**Low Risk – Monitor**) [Groundstaff have confirmed that the fixings are installed as they are supposed to be].

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

The whizzer in the Worplesdon play area is due to be removed when the playground equipment is upgraded in 2026. The Assistant Clerk to obtain a quotation for this work. A quotation is also to be obtained for the Jacobs Well play area drainage repairs from T J Hunt (Contracting) Ltd at the earliest opportunity.

2025-427 - 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 S Busby, seconded by Cllr G Burch, and unanimously **RESOLVED** that payments to the value of £56,679.11 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

Table 1 – Payment list 18 December 2025

| Code | Date | Description | Supplier | Net | VAT | Total |
|------------------------------|------------|---|--|----------|--------|----------|
| Revenue Costs Works Vehicle | 26/11/2025 | Ice Scraper for Works Van | Tesco | 2.42 | 0.48 | 2.90 |
| Revenue Costs Works Vehicle | 26/11/2025 | Fuel for works van | Waitrose Shell | 29.01 | 5.80 | 34.81 |
| Land Management | 27/11/2025 | Fuel for tools | Waitrose Shell | 13.57 | 2.72 | 16.29 |
| Bank Interest/Charges | 30/11/2025 | Bank charges | Unity Trust Bank | 6.00 | 0.00 | 6.00 |
| Parish Office | 01/12/2025 | Business rates - Parish Office | Guildford Borough Council | 1,073.00 | 0.00 | 1,073.00 |
| Community Car Park | 01/12/2025 | Business rates - Community Car Park | Guildford Borough Council | 101.00 | 0.00 | 101.00 |
| Revenue Costs Works Vehicle | 01/12/2025 | Service Plan - 23rd instalment of 45 | PlanMyService LLP | 27.08 | 5.42 | 32.50 |
| Revenue Costs Works Vehicle | 01/12/2025 | MOT Service plan - 23rd instalment of 45 | PlanMyService LLP | 3.78 | 0.00 | 3.78 |
| Land Management | 03/12/2025 | Stihl Brushcutter Blade | Mrs V C Fear - Amazon EU S.a.r.l., UK Branch | 16.67 | 3.33 | 20.00 |
| Land Management | 03/12/2025 | Reflective Tape 2" x 30ft | Mrs V C Fear - Amazon EU S.a.r.l., UK Branch | 6.37 | 1.27 | 7.64 |
| Grass Cutting | 03/12/2025 | Grass cutting - Month 8 2025 | GCB Gardens | 2,457.25 | 491.45 | 2,948.70 |
| Parish Newsletter | 03/12/2025 | 3,600 newsletters | Knaphill Print Co Ltd | 728.00 | 0.00 | 728.00 |
| Cost of hiring meeting rooms | 03/12/2025 | Booking for Annual Parish Assembly 2026 | Worplesdon PCC | 100.00 | 0.00 | 100.00 |
| Land Management | 03/12/2025 | Heavy duty black bin bags | Just Bin Bags Ltd | 36.62 | 7.33 | 43.95 |
| Playground Repairs | 04/12/2025 | Respray Bench Worplesdon Play Area | K G Sprayers (Aldershot) Limited | 350.00 | 70.00 | 420.00 |
| IT budget | 08/12/2025 | External back-up - December 2025 | RISC IT | 48.40 | 9.68 | 58.08 |
| Training | 08/12/2025 | Bats for Beginners Training Course | Eventbrite | 49.98 | 0.00 | 49.98 |
| Training | 08/12/2025 | Bats for Beginners Training Course | Eventbrite | 3.00 | 0.60 | 3.60 |
| Training | 08/12/2025 | Tool Sharpening & Maintenance Training Course | Eventbrite | 60.00 | 0.00 | 60.00 |
| Training | 08/12/2025 | Tool Sharpening & Maintenance Training Course | Eventbrite | 3.50 | 0.70 | 4.20 |
| Revenue Costs Works Vehicle | 10/12/2025 | Two new tyres for Works Van | Martins Tyres | 170.00 | 34.00 | 204.00 |
| Establishment Charges | 08/12/2025 | Tv Licence | TV Licensing | 174.50 | 0.00 | 174.50 |
| Land Management | 10/12/2025 | Hire of storage container MW - December 2025 | Activate Learning | 87.00 | 0.00 | 87.00 |
| Land Management | 10/12/2025 | Emptying - Dumpy Bin - WSV Community Car Park | Chambers Waste Management | 47.62 | 9.52 | 57.14 |
| Land Management | 11/12/2025 | New plank for WSV Green Bench | A W Champion Ltd | 29.90 | 5.98 | 35.88 |
| Revenue Costs Works Vehicle | 10/12/2025 | Fuel for works van | Waitrose Shell | 34.30 | 6.86 | 41.16 |
| Land Management | 11/12/2025 | Replacement of King's Coronation Hornbeam WSV Green | Managed Acres | 456.50 | 91.30 | 547.80 |

| Code | Date | Description | Supplier | Net | VAT | Total |
|--|------------|---|---------------------------------------|------------------|-----------------|------------------|
| Parish Office | 11/12/2025 | Rent Unit 2 Saxton - 25.12.25 - 24.03.26 | TL Fund | 7,000.00 | 1,400.00 | 8,400.00 |
| Parish Office | 11/12/2025 | Quarterly service charge 01.10.25 - 31.12.25 | TL Fund | 180.09 | 36.02 | 216.11 |
| Land Management | 11/12/2025 | Minotaur Digital Vernier Caliper | Toolstation | 19.15 | 3.83 | 22.98 |
| IT budget | 12/12/2025 | IT Contract | Cloudy IT | 3,724.54 | 744.91 | 4,469.45 |
| Land Management | 12/12/2025 | Hire of professional lawn scarifier | Hire Services (Southern) Ltd | 55.00 | 11.00 | 66.00 |
| IT budget | 15/12/2025 | Postage - BT Letters | Post Office Ltd | 27.75 | 0.00 | 27.75 |
| IT budget | 16/12/2025 | Additional back-up | Apple.com | 2.49 | 0.50 | 2.99 |
| Revenue Costs Works Vehicle | 16/12/2025 | Car Dehumidifier | Halfords | 16.65 | 3.33 | 19.98 |
| IT budget | 16/12/2025 | OnePhone - phone charges - including mobile data | BT PLC | 225.56 | 45.11 | 270.67 |
| Parish Office | 16/12/2025 | Gas & Electricity - Unit 2 Saxton - 01.11.25 - 30.11.25 | Octopus Energy Limited | 124.41 | 6.22 | 130.63 |
| Chairman's Allowance | 17/12/2025 | Volunteer thank you | Refresh QEP Ltd | 26.50 | 5.30 | 31.80 |
| Parish Office | 17/12/2025 | External window cleaning | Trevor Porter Window Cleaning Service | 21.00 | 4.20 | 25.20 |
| Accrual towards new playground equipment | 17/12/2025 | Kompan BLOQX 3 - Fairlands Play Area | Kompan | 17,959.27 | 3,591.85 | 21,551.12 |
| Staff Costs | 17/12/2025 | Salaries/ PAYE/ NI/Pension Conts Ee's & Er's | Staff Costs | 14,466.52 | 0.00 | 14,466.52 |
| Staff mileage | 17/12/2025 | Mileage | Mrs G F White | 68.64 | 0.00 | 68.64 |
| Staff mileage | 17/12/2025 | Mileage | Mrs V C Fear | 10.40 | 0.00 | 10.40 |
| Parish Office | 18/12/2025 | Water and sewerage charge - Unit 2 Saxton - 01.11.25 - 30.11.25 | Castle Water | 16.99 | 0.00 | 16.99 |
| IT budget | 17/12/2025 | Subscription - 17.12.25 - 16.01.26 | Adobe | 16.64 | 3.33 | 19.97 |
| Total | | | | 50,077.07 | 6,602.04 | 56,679.11 |

b) Bank reconciliations October 2025 and November 2025

The Finance Officer (FO) had prepared the bank reconciliations for October 2025 and November 2025 in accordance with the Accounts and Audit Regulations, a copies 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 B Nagle, 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 Reconciliations October 2025 and November 2025

c) Monthly budget reports for October 2025 and November 2025

Cllr M Price advised that in accordance with the recommendations of the Staffing Committee, in November he had spent half a day with the Finance Officer to understand the various accounting processes. All of the monthly and annual reports are automatically generated by SCRIBE. SCRIBE is doing what is required and represents the best package for the Council at present.

The FO had prepared the budget reports for October 2025 and November 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 R Watson, and unanimously **RESOLVED** that the budget reports be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendices 3 and 4: Monthly Budget Reports October 2025 and November 2025

d) To consider/approve the Parish Council's draft IT policy in accordance with Assertion 10 of the AGAR

As part of the AGAR (Annual Governance and Accountability Return) Assertion 10 requirements, the Council is required to have appropriate and effective arrangements in place for internal control, risk management and the safeguarding of Council data and assets, including an approved IT Policy.

The Clerk had circulated a draft IT Policy in advance of the meeting. The draft was based on an example template provided by the Society of Local Council Clerks (SLCC).

The draft policy acknowledged that councillors currently use their own devices to access Council information.

A lengthy discussion then took place regarding the use of personal devices compared with the provision of Council-owned equipment. Cllr Snowball requested it be minuted that the Council had not undertaken a full assessment of a Bring Your Own Device (BYOD) approach.

In considering the draft policy, Members identified that councillors are required to have regard in particular to:

- Cyber security, including protection against unauthorised access to Council systems and information
- Data protection and GDPR, including the secure handling, retention and removal of Council data

Members considered that, in order to strengthen internal controls and reduce information governance risk, the IT Policy be reworded to remove all reference to BYOD, thereby establishing a clear and consistent approach based on the use of Council-managed devices.

Members further noted that a quotation had been obtained from Cloudy-IT for the provision of 16 Apple iPads. It was agreed, however, that the decision to accept the quotation be deferred until the revised IT Policy has been formally considered and approved, ensuring that any expenditure is supported by an approved policy framework in compliance with AGAR Assertion 10.

e) Internal Audit Report 2025/2026

Mark Mulberry had undertaken the interim audit report on 20 November 2025. The Chairman and Vice-Chairman were present during the audit.

Cllr M Price stated that the Staffing Committee had previously highlighted the current workload of the staff. It had been decided to look at the various systems being used to see if there were any suitable ways to alleviate the workload.

The internal auditor's report had highlighted his grave concerns that the council is not making sufficient provision for the likely impact of the Local Government Review and that the Council has a duty of care over its staff.

The revised draft budget allows for the potential to take on a part-time communications and media officer. However, the draft budget would only cover 6 months of the cost of employing an additional member of staff, who would require social media and graphic design skills. This suggestion will be reconsidered by the Staffing Committee in due course, however, given the budget requires to be set at this Full Council meeting, it is something that requires to be taken into account.

Re: Worplesdon Parish Council

Internal Audit for Financial Year Ended 31 March 2026 – Interim Audit report

Executive summary

Following the completion of our interim internal audit on 20 November 2025, we are pleased to enclose our report for your review and subsequent presentation to the Council. The audit was conducted in accordance with current professional standards and guidelines, employing a risk-based approach to our testing. While not all transactions were examined, our sample testing—where appropriate—covered the full financial year to date.

The structure of this report aligns with the assertions set out in the Internal Auditor Report section of the published Annual Governance and Accountability Return (AGAR). Each section begins with a summary of the assertion being assessed, followed by details of the testing undertaken, which was guided by the audit plan previously shared with the Council. A copy of the audit plan is available upon request. The report concludes with our opinion on whether each assertion has been met as of the date of the audit. Any recommendations for action are highlighted in bold and summarised in the table at the end of the report.

Our testing did not identify any procedural errors requiring reporting to the external auditor at this time, nor did we observe any material weaknesses in internal controls that would pose a risk to public funds. In fact, the processes and procure together with own built in compensating controls are robust, strictly followed and in many respects a model of good practice.

We are pleased to report that, overall, the systems and procedures currently in place are appropriate and effective. While this report may include recommendations for improvement, these should not be viewed as indicators of significant deficiencies. Rather, they are intended to support the continued development of what is, in our view, a well-managed and robust governance framework.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent and objective assurance function that supports the improvement of an organisation’s operations. It enables the organisation to achieve its objectives by applying a systematic, disciplined approach to the evaluation and enhancement of risk management, control, and governance processes.

The primary purpose of internal audit is to assess and report to the authority on the effectiveness of its financial systems and other internal controls, including the operational procedures that support its activities. The internal audit function involves testing and evaluating whether the authority’s internal control framework is both adequate and functioning effectively. Internal audit reports should be made available to all Members, providing a basis for informed decision-making when considering the authority’s approval of the Annual Governance Statement.

Independence and competence

Your audit was conducted by Mark Mulberry of Mulberry Local Authority Services Ltd, who has over 30 years' experience in the financial sector with the last 14 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter and inherent risk assessment

An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement within the Council’s financial systems is low. The internal control environment is considered reliable, and as such, substantive testing of individual transactions is not deemed necessary at this stage.

Audit testing will therefore consist of walk-through testing on a selection of sample data, covering the period under review within the current council year. This approach is designed to confirm that key controls are operating effectively throughout the financial period.

Table 2 – Internal Audit Action Plan

| | INTERNAL CONTROL OBJECTIVE | YES | NO | NOT COVERED |
|---|--|-----|----|-------------|
| A | Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B | This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for. | ✓ | | |
| C | This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D | The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | ✓ | | |
| E | Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F | Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for. | | | ✓ N/A |
| G | Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H | Asset and investment registers were complete and accurate and properly maintained. | ✓ | | |
| I | Periodic bank account reconciliations were properly carried out during the year. | ✓ | | |
| J | Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded. | ✓ | | |
| K | If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt. | | | ✓ N/A |
| L | The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. | ✓ | | |
| M | The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations. | ✓ | | |
| N | The authority complied with the publication requirements for prior year AGAR. | ✓ | | |
| O | Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | ✓ N/A |

It was proposed by Cllr M Price, seconded by Cllr B Ahier and unanimously **RESOLVED** that the interim Internal Audit report and resulting actions, as shown above, be approved and accepted.

At 22:20 it was **RESOLVED** that the meeting deadline be extended to enable the remainder of the Council business to be concluded.

f) Draft budget 2026/2027

The revised draft budget had been circulated via email in advance of the meeting. The draft budget was then tabled for further consideration.

Detailed discussion took place regarding future IT provision, the potential impact of the Local Government Review (LGR) – particularly on staff workloads, and the Chairman's Badge of Office.

A vote took place regarding replacing the existing Badge of Office, which no longer reflects the Parish Council's branding. A vote subsequently took place: 8 supported the proposal. Cllr N Crampin, Cllr R Watson and Cllr B Ahier objected to the proposal. Cllr B Nagle abstained. Motion carried. A quotation to be duly obtained.

Following the debate, it was proposed by Cllr N Mitchell, seconded by Cllr M Price and unanimously **RESOLVED** that the budget be increased to £489,750 for the financial year 2026/2027.

g) Precept 2026/2027

It was then proposed by Cllr N Mitchell, seconded by Cllr R Chancellor and unanimously agreed that the Band D rating (precept) be set at £129.73 for the financial year 2026/2027. Whilst this represents an increase of 25.54%, the monthly increase equates to less than a takeaway coffee.

It was agreed that the budget flyer for 2026/2027 would require updating. It was further agreed that the flyer would be enhanced to highlight the significant and varied work undertaken by the Parish Council on behalf of the local community.

Cllr R Watson kindly agreed to redraft the flyer.

h) Financial Regulations

It was proposed by Cllr S Ellahi, seconded by Cllr B Nagle and unanimously **RESOLVED** that the two minor amendments be adopted and approved.

2025-428 - Clerk's Report

- a) Complaints and compliments** received about the Parish Council's maintenance of the Jacobs Well Recreation Ground.
- b) Replacement playground equipment** installed in the Fairlands Play Area.

2025-429 - Chairman's Report

Chairman's Report

The Chairman had circulated his report to all members via email in advance of the meeting. The Chairman's report covered the following topics:

Community Speed Watch: Deployments continued across the parish, achieving the required number of sessions at all sites.

6 November: I chaired the Full Council meeting chaired. Notices relating to the public consultation on Land at Salt Box Road were distributed. Initial meeting management notices were introduced. Budget discussion assisted Members' understanding.

11 November: I led the Armistice Day Service at Harry's Meadow, Jacobs Well, supported by the Vice Chairman. Wreath laid by the Clerk. Councillors, officers, and members of the public were in attendance.

13 November: The Vice Chairman and I attended the SALC AGM and Conference. Key matters included Local Government Reorganisation (LGR), parish engagement, IT provision (including Cloudy IT), hybrid meetings, and asset devolution models. SALC fee increases for 2026/27 were noted. Networking discussions included examples of parish woodland acquisition.

14 November: Attendance at the Parish Office to discuss IT provision following issues with office telephones.

17 November: Attendance at the FLGCA Management Meeting. Updates provided on play equipment replacement, community consultation feedback, church projects and services, and local road safety concerns.

18 November: Installation of an electric meter at Pitch Place Green to enable Christmas tree lighting. Attendance at Guildford Borough Council Overview and Scrutiny Committee, where the Clerk presented the Parish Council's position on Land at Salt Box Road. The Overview and Scrutiny Committee recommended that the Executive proceed with disposal of the land.

19 November: Attendance at a Guildford Borough Council Community Asset Transfer briefing. The CAT process, eligibility, best value requirements, and future governance changes were outlined. Slides were circulated to Councillors.

20 November: I attended the Internal Audit with Councillor Mike Price. Seven recommendations were noted, including matters relating to Assertion 10, Financial Regulations, payment verification, audit effectiveness, budget setting, reserves, and staffing considerations.

27 November: I attended the General Purposes meeting. A planning application at Hill Place, Wood Street Village was considered and commented on. Budget and IT provision, including the potential appointment of Cloudy IT, were also discussed.

1 December: Along with the Clerk, I attended a liaison meeting with Merrist Wood College to discuss shared matters, including new buildings, flooding issues, and community collaboration. I also attended the Jacobs Well Christmas Lights event.

4 December: Cllr B Ahier, the Clerk and I attended the Guildford Borough Council Executive Committee regarding Land at Salt Box Road. The Executive resolved to proceed with marketing and disposal of the land. Thanks were recorded to Borough Councillor Philip Brooker for his support.

15 December: I attended a meeting with Cloudy IT to discuss IT upgrades, cyber security, Microsoft systems, data backup, training provision, and migration planning. Further meetings were scheduled to progress the work.

2025-430 - Items for inclusion on future agendas

No suggestions were received.

2025-431 - Date of next the Full Council Meeting - Thursday 15 January 2026 - 19:30.

The Chairman wished everyone a very Merry Christmas and a Happy New Year.

Meeting closed 22:36

Signed:

Chairman of the Council
15 January 2026