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NOTICE OF MEETING

Friday 27 March 2026

To: All members of the Council

You are hereby summoned to attend the **Full Council Meeting** of Worplesdon Parish Council to be held in **the Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX** on **Thursday 9 April 2026 at 7.30 pm** for the purpose of transacting the following business.

Signed:

Gaynor White

Mrs G F White PSLCC
Clerk to the Council

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting.

Anyone is permitted to film, record or take photographs at council meetings. Please liaise with the Clerk to the Council prior to the start of the meeting so that those attending the meeting can be made aware of any filming/recording taking place.

Use of mobile devices, including for the purpose of recording or filming a meeting, are subject to no interruptions, distractions or interference being caused during the meeting.

AGENDA

- 1. To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40.**
- 2. Public participation session - Members of the public are able to express a view or ask a question on relevant matters on the agenda and are welcome to stay and observe the rest of the meeting but may not speak or interrupt the meeting following the public participation session. Each speaker to have a maximum of three minutes to address the Council. The number of speakers to be limited to five.**
- 3. Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct.**
- 4. Declaration of Disclosable Pecuniary Interests (DPIs) by councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464).**
- 5. To receive and consider written requests for new DPI dispensations, if any.**
- 6. Amendments to the Register of Interests.**

7. Declaration of gifts or hospitality over £50.

8. Borough Councillor's report (5 mins).

9. County Councillor's report (5 mins).

10. Minutes of the previous meetings:

The following Council minutes are to be agreed and signed by the Chairman as a true record:

- Full Council Meeting – 26 February 2026
- Annual Parish Assembly – 9 March 2026
- Staffing Committee – 12 March 2026
- Planning/General Purposes and Finance Committee – 19 March 2026
- Policy and Risk Assessment Meeting – 23 March 2026

11. Nominations for the Chairman and Vice-Chairman - To receive the nomination papers.

12. Planning Applications for consideration:

Planning Application No: [26/P/00292](#) – Downside Cottage, Frog Grove Lane, Guildford, GU3 3EZ - Certificate of Lawfulness for existing development to establish if the use began more than 10 years before the date of this application for a residential replacement conservatory extension in existence for at least ten years. (For information only).

Planning Application No: [25/P/01743](#) - The Old Rectory, Oak Hill, Wood Street Village, Guildford, GU3 3ES - Part single part two storey side and rear extensions with new pitched roof to detached garage.

Planning Application No: [26/P/00330](#) - Liddington Hall East, Liddington Hall Drive, Guildford, GU3 3AD - Erection of a front porch, single storey side extension and single storey side extensions following the removal of existing side extension.

Planning Application No: [26/P/00234](#) - 26 Rydes Avenue, Guildford, GU2 9SR - Erection of a single storey rear extension.

Planning Application No: [26/W/00016](#) - Hurst View, Burdeshott Road, Worplesdon, Guildford, GU3 3EL - Application to determine if prior approval is required under Schedule 2, Part 6, Class A (Agricultural and Forestry) of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for a new agricultural building.

13. Casual vacancy – Perry Hill Ward - To consider any applications received.

14. Casual vacancy – Wood Street Ward - No by-election was called; therefore the Parish Council is now free to co-opt a new member. To consider any applications received.

15. Vacancy unfilled at the last election (2019) – Jacobs Well Ward - To consider any applications received.

16. Horsefield for sale – Salt Box Road – Informal tenders invited – Deadline for tenders 26 May 2026 – To consider action, if any.

17. Forward Financial Planning – 2027 Parish Elections - To consider the cost implications associated with the issuing of polling cards for the anticipated stand-alone parish elections in 2027. Total standalone election costs anticipated to be in the region of £20,000.

18. Finance:

- a) Proposed list of payments to be tabled at the meeting for approval** - Payment list to be signed by the Chairman.

- b) **Bank reconciliation February 2026** - To approve the bank reconciliation for February 2026.
- c) **Monthly budget reports for February 2026** - To approve the monthly budget reports for February 2026.
- d) **Quarterly Financial Check - 26 March 2026** - To receive a report from Cllr M Price.
- e) **Year-end Internal Audit 2025/2026 - Mulberry Local Authorities Ltd** - To be carried out on Wednesday 13 May 2026.
- f) **External Audit PKF Littlejohn LLP** - Deadline for submission 1 July 2026.

19. Clerk's Report

- a) **The pre-election period for the new unitary authority has now commenced** - The Parish Council must take care not to inadvertently publish any election material via any means.
- b) **Recipients of This Year's Mayor's Award for Service to the Community:** Catherine Antcliff, Cllr Bob McShee, Janet Sutton, and Richard Trinick.
- c) **Right of Way No. 581 (Harry's Meadow)** - The Legal Event Order was sealed on 13 March 2025. The definitive map and statement of public rights of way have now been updated by Surrey County Council.
- d) **Changes to Recycling in Surrey** - Surrey residents will soon be able to put more into their mixed recycling bins. The new items are being added as part of the national Simpler Recycling changes, which aim to make recycling more consistent across the country.
- e) **Code of Conduct Training** - All members are strongly advised to take note of this training.

20. Chairman's Report

- 21. Items for inclusion on future agendas** - To receive any suggestions from members.

22. Clerk's retirement

- (a) **Application pack requires approval** (job advert, person spec, job description, job application form, interview questions).
- (b) **To approve the advertising costs** – anticipated to be in the region of £1,000 (SALC, NALC, SLCC, Jobs Go Public, Indeed).
- (c) **To appoint the interview panel for the new Clerk** – proposed to comprise of Chairman of the Council, Chairman of the Staffing Committee, Clerk, and Assistant Clerk.

Pursuant to the Admission to Meetings Act 1960 Section 1(2)a in view of the confidential nature of the following business, members of the public and press are to be excluded from the meeting.

23. Pension Strain Costs - Exercise of Employer Discretion under Regulation 30(8) of the Local Government Pension Scheme Regulations 2013 - (Confidential Report Issued)

To consider a formal request submitted by the Clerk for the Parish Council to determine whether the Council wishes to exercise its employer discretion under Regulation 30(8) of the Local Government Pension Scheme Regulations 2013, having regard to the Council's adopted Local Government Pension Scheme Discretions Policy and the associated financial implications.

- 24. Date of the Annual Meeting** - Thursday 21 May 2026 - 19:30.