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## NOTICE OF MEETING

Thursday 14 May 2026

**To: All members of the Council**

You are hereby summoned to attend the **Annual Meeting** of Worplesdon Parish Council to be held in **the Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX** on **Thursday 21 May 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. Appointment of Chairman for the municipal year 2026/2027.**
- 2. Chairman to sign Declaration of Acceptance of Office.**
- 3. To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40.**
- 4. Appointment of the Vice-Chairman for the municipal year 2026/2027.**
- 5. 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.
- 6. Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct.**

7. **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).**
8. **To receive and consider written requests for new DPI dispensations, if any.**
9. **Amendments to the Register of Interests.**
10. **Declaration of gifts or hospitality over £50.**
11. **Borough Councillor's report (5 mins).**
12. **County Councillor's report (5 mins).**
13. **Six-month rule** - To consider granting an extension of absence for Cllr S Busby due to exceptional circumstances.
14. **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 – 9 April 2026
  - Planning/General Purposes and Finance Committee Meeting – 30 April 2026
15. **Election of the Planning/General Purposes and Finance Committee** – A minimum of six members, at least one member from each ward - Chairman and Vice-Chairman to be ex-officio members (with full voting rights) and two substitute members to be appointed.
16. **Election of the Staffing Committee** - Five members and two substitute members to be appointed.
17. **Finance:**
  - a) **Proposed list of payments to be tabled at the meeting for approval** - Payment list to be signed by the Chairman.
  - b) **Bank reconciliations March and April 2026** - To approve the bank reconciliation for March and April 2026.
  - c) **Monthly budget reports for March and April 2026** - To approve the monthly budget reports for March and April 2026.
  - d) **Appointment of a councillor (and a reserve) to undertake the quarterly financial inspections** - March, June, September, and December.
  - e) **Internal Audit carried out 13 May 2026** - To consider and approve the Internal Auditor's report.
  - f) **To review the effectiveness of the Council's system of internal controls** - Including management of risk and to decide action, if considered necessary.
  - g) **To review and approve the earmarked reserves for 2025/2026.**
  - h) **To review and approve the general reserves for 2025/2026.**
  - i) **To receive and approve the Asset Register for the financial year ended 31.3.2026.**
  - j) **To receive and approve the Annual Accounts 2025/2026.**
  - k) **To receive and approve the Annual Governance Statements (AGAR) for the year ended 31 March 2026** - Section 1 Annual Governance Statements for 2025/2026. To be signed by the Chairman of the meeting and Clerk.
  - l) **To receive and approve the Annual Accounting Statements (AGAR) for the year ended 31 March 2026** - Section 2 Accounting Statements for 2025/2026. To be signed by the Chairman of the meeting.
  - m) **VAT return 1.1.26 - 31.3.26** - Refund of £5,225.89 received. VAT form s126 duly submitted to HMRC.
  - n) **1<sup>st</sup> instalment precept 2025/2026** - An online payment of £244,875.00 was received from Guildford Borough Council in April 2026.
18. **Parish Representatives – Annual reports** - To receive a written report from each of the Parish Representatives regarding the activities of their respective organisations.
19. **Deployment of the Community SpeedWatch (CSW)** - To receive a report from the lead member – Cllr N Mitchell.

20. **Unauthorised Encampment – Annual Inspection Review** - Desktop review carried out by Cllr N Mitchell. To receive a brief report from Cllr N Mitchell.
21. **Appointment of Parish Representatives (2026/2027)** - To appoint representatives to the following organisations:
- Fairwood Helpers
  - FLGCA - Fairlands, Liddington Hall and Gravetts Lane Community Association
  - SALC - Surrey Association of Local Councils
  - WSVA - Wood Street Village Association.
22. **To fix the dates and times of the Full Council and Committee Meetings 2027** - To approve the Schedule of Meetings for 2027.
23. **Silent Soldier for Jacobs Well** - To consider the purchase of one or two silent soldiers for remembrance purposes - Jacobs Well (Cllr M Price) - Anticipated cost £200 per silent soldier.
24. **Wood Street Village pubs** - To receive an update from the WSVA (Cllr R Watson).
25. **Planning Applications for consideration:**
- Planning Application No: [26/P/00508](#) - 10 Rydes Avenue, Guildford, GU2 9SR** - Erection of part single, part two storey side/rear 'wrap around' extension following demolition of existing ground floor extension and garage.
- Planning Application No: [26/P/00528](#) - Woodside, The Avenue, Worplesdon, Guildford, GU3 3RA-** Proposed ridge height increase to allow for the conversion of garage roof space into ancillary accommodation. The proposal consists of 3 front dormers, 2 side dormers and 3 rear dormers, each with glass Juliet balconies. Further proposals include a balcony above the garage with a glazed roof, material changes from brick to render across the elevations and alterations to fenestration throughout.
- Planning Application No: [26/P/00559](#) - 68 Cumberland Avenue, Guildford, GU2 9YJ** - Proposed garage conversion.
- Planning Application No: [26/T/00111](#) - 41 Wood Street Green, Wood Street Village, Guildford, GU3 3DU** - Sycamore: tree removal (within 3 metres of boundary and tree roots damaging house and drains. Cypress: tree removal (Wood Street Conservation Area).
- Planning Application No: [26/P/00560](#) - Hilgarth, Church Lane, Worplesdon, Guildford, GU3 3RU** - Erection of a first-floor side extension with a hip to gable end extension.
- Planning Application No: [26/P/00564](#) - Hilgarth, Church Lane, Worplesdon, Guildford, GU3 3RU** - Alterations to fenestration, creating new access to front of dwelling.
- Planning Application No: [26/P/00565](#) - Hilgarth, Church Lane, Worplesdon, Guildford, GU3 3RU** - Alterations to fenestration and internal configurations.
26. **Clerk's Report.**
27. **Chairman's Report.**
28. **Items for inclusion on future agendas** - To receive any suggestions from members.
29. **Clerk's retirement - Recruitment exercise** - To receive an update from the Chairman of the Staffing Committee.

**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.**

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

To consider whether the Parish 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.

To receive the pension strain cost information and to determine what action, if any, is to be taken.

**31. Date of next Full Council Meeting - Thursday 2 July 2026 - 19:30.**