



**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 9 April 2026**

2026-104 - Present

Councillors:

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

Officers of the Council:

Mrs G White - Clerk to the Council

Members of the public:

CLlr Bill Akhtar was present for part of the meeting.

2026-105 - 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 S Busby. CLlr Bussy's apologies and reason for absence were accepted.

The Assistant Clerk had tendered her apologies.

Apologies were also received from County Councillor K Witham, Borough Councillors CLlr H Brooker and CLlr P Brooker.

2026-106 - Public participation session

No members of the general public were present.

2026-107 - Chairman's Announcements

The Chairman gave a number of standard announcements to the Meeting.

2026-108 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

No declarations were made.

Approved by the Full Council 21 May 2026

2026-109 - 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.

2026-110 - To receive and consider written requests for new DPI dispensations

No requests were received.

2026-111 - Amendments to the Register of Interests

No declarations were made.

2026-112 - Declaration of gifts or hospitality over £50

No declarations were made.

2026-113 - Borough Councillor's report

Cllr Bill Akhtar gave the following verbal report:

a) Community Governance Review (CGR) – Unparished Areas - Members were advised that an Extraordinary Meeting of Guildford Borough Council had been held on 16 February 2026 regarding the Community Governance Review (CGR).

A recommendation had been made to the Executive to create a parish council for the currently unparished areas of Guildford, with implementation proposed from April 2027. Approximately £300,000 had been identified towards associated implementation and election expenses.

Councillors were advised that the consultation response rate had been modest, at approximately 6%, with consultation results reported as:

- 46% in favour;
- 47% against.

It was noted that the areas of Stoughton, Bellfields and Slyfield had reportedly opposed the proposal. The Leader of the Council was also understood to be against the creation of a new parish council for the unparished areas.

b) Guildford Flood Alleviation Scheme - Members were advised that a motion regarding flood alleviation in Guildford had recently been carried by Guildford Borough Council.

The Council was informed that a business plan submission to DEFRA was being progressed collaboratively and was expected to proceed within the next few weeks. The proposed flood alleviation work was understood to support both the Weyside Urban Village development and Guildford town centre.

The importance of progressing flood mitigation infrastructure in Guildford was acknowledged, particularly given ongoing concerns regarding future development and flood resilience.

c) Salt Box Road "Horse Field" - A question had been raised with Guildford Borough Council asking whether consideration would be given to retaining the Salt Box Road horse field rather than proceeding with disposal of the

site. Members were advised that the request had been refused and that the site would continue to be marketed for sale.

Discussion took place regarding the sealed tender submission process and the indication within the marketing documentation that the price was “Price on Application” (POA). Concerns were raised regarding commercial sensitivity and the absence of a clear indication of the anticipated sale value.

It was further noted that there appeared to be potential developer incentives associated with the site and that any future purchaser’s intentions remained unclear.

d) Frog Grove Lane Car Park / SANG - Discussion took place regarding the Frog Grove Lane car park and associated SANG (Suitable Alternative Natural Green Space) proposals. Members noted that, prior to the abolition of Guildford Borough Council, discussions had reportedly continued with landowners regarding Section 106 matters.

Questions were raised regarding the current position and where delays within the process were occurring. It was also suggested that the North Street development may potentially have an interest in acquiring the site, although no constructive progress had yet been reported.

Members additionally noted reference to a ransom strip affecting the car park area and acknowledged that future arrangements could potentially alter under the proposed West Surrey unitary authority structure.

e) Hesters Yard and Hill Place Farm - Concern was expressed regarding the lack of recent information relating to Hesters Yard and Hill Place Farm, with members describing there as having been “radio silence” regarding the sites. It was reported that Cllr Bill Akhtar would make enquiries regarding the current position of Hesters Yard.

The Chairman thanks Cllr Bill Akhtar for his report.

[Cllr Akhtar left the meeting at 19:43.](#)

2026-114 - 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 stated that the proposed 20mph speed limit for Fairlands will not be going ahead.

2026-115 - Minutes of the previous meetings:

It was proposed by Cllr T Wright, seconded by Cllr R Watson, and unanimously **RESOLVED** that the minutes of the Full Council Meeting held 26 February 2026 be approved and signed by the Chairman as a true record.

It was proposed by Cllr N Crampin, seconded by Cllr S Ellahi, and unanimously **RESOLVED** that the minutes of the Annual Parish Assembly Meeting held 9 March 2026 be approved and signed by the Chairman as a true record.

It was proposed by Cllr B McShee, seconded by Cllr S Ellahi, and unanimously **RESOLVED** that the minutes of the Staffing Committee Meeting held 12 March 2026 be approved and signed by the Chairman as a true record.

It was proposed by Cllr T Wright, seconded by Cllr M Price, and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee Meeting held 19 March 2026 be approved and signed by the Chairman as a true record.

It was proposed by Cllr R Watson, seconded by Cllr N Crampin, and **RESOLVED** that the minutes of the Policy and Risk Assessment Meeting held 23 March 2026 be approved and signed by the Chairman as a true record.

Approved by the Full Council 21 May 2026

Cllr J Snowball abstained from the vote.¹

2026-116 - Nominations for the Chairman and Vice-Chairman

As the nomination papers had not been issued with the agenda, it was agreed that the deadline for nominations be extended to 21 May 2026.

At 19:55 the Chairman called a short comfort break. The meeting was reconvened at 20:12.

2026-117 - 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.

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

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.

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

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

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

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. For information only.

2026-118 - Casual vacancy – Perry Hill Ward

No applications had been received.

2026-119 - Vacancy unfilled at the election – Jacobs Well Ward

No applications had been received.

2026-120 - Casual vacancy – Wood Street Ward

Guildford Borough Council had confirmed that no by-election was called; therefore the Parish Council is now free to co-opt a new member.

¹ Cllr J Snowball expressed his disappointment at the Council's decision to purchase tablets for the councillors

Approved by the Full Council 21 May 2026

No applications had been received.

2026-121 - Horsefield for sale – Salt Box Road – Informal tenders invited – Deadline for tenders 26 May 2026

Discussion took place regarding the informal sealed tender process relating to the Salt Box Road field adjacent to Whitmoor Common.

Reference was made to the February 2026 sale of 24.5 acres of land in Clay Lane. The sale price for that land equated to approximately £14,000 per acre. Based upon this comparison, it was considered that a value in the region of £280,000 could be inferred for the horse field. It was noted that in 2021, Guildford Borough Council had purchased the land for £600,000.

Reference was also made to reports of local authorities elsewhere in the country disposing of land at below asking price where wider community benefit could be demonstrated.

The Parish Council acknowledged the significant public response received during its community engagement exercises, including 96% support for retaining the field in public ownership for the benefit of Guildford residents. Consideration was therefore given to the principle of purchasing the land at below market value, recognising that the Parish Council would incur ongoing maintenance responsibilities.

Following discussion, it was proposed by Cllr M Price, seconded by Cllr T Wright and **RESOLVED:** that Worplesdon Parish Council submits a bid of £20,000 for the Salt Box Road field.

Power to spend: LGA 1972 s124

Reason: In recognition of the significant level of local support for retaining the field in public ownership, whilst acknowledging that public funds had previously been utilised by Guildford Borough Council to acquire the land.

A vote took place. Nine members voted in favour of the proposal. Cllr B McShee and Cllr R Watson abstained. Motion carried.

2026-122 - Forward Financial Planning – 2027 Parish Elections

Guildford Borough Council's breakdown of the anticipated election costs (including the polling card costs) had been circulated to all Members via email on 9 March 2026.

It had been advised via SALC that parish and town councils consider the cost implications associated with the issuing of polling cards for the anticipated stand-alone parish elections in 2027, as these would add substantially to the overall costs, which are anticipated to be in the region of £17,000 - £20,000. Polling cards do ensure the election process is carried out in a fully democratic and accountable way.

A lengthy discussion then took place.

It was agreed that this matter be deferred until the actual cost of the polling cards is known.

N.B. this information had previously been circulated to the Members by email.

This issue will need to be considered in greater detail during the budget setting process for 2027/2028.

2026-123 - 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 R Watson, seconded by Cllr G Burch, and unanimously **RESOLVED** that payments to the value of £33,636.81 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

Table 1 – Payment list 9 April 2026

Code	Date	Description	Supplier	Net	VAT	Total
IT budget	18/03/2026	ChatGPT Plus Subscription	OpenAI LLC	16.67	3.33	20.00
Establishment Charges	21/03/2026	Bin bags	Sainsburys	2.75	0.00	2.75
Land Management	20/03/2026	Road Stone MOT Type 1	Selco Builders Warehouse	14.56	2.91	17.47
Land Management	20/03/2026	Fuel for works van	Waitrose Shell	31.48	6.30	37.78
IT budget	23/03/2026	Standard Fibre 76 Pro & Digital Line	BT PLC	55.95	11.19	67.14
Donations	23/03/2026	Donation 2025/26	British Red Cross	25.50	0.00	25.50
Land Management	24/03/2026	Materials	Screwfix Direct Ltd	4.16	0.83	4.99
Establishment Charges	24/03/2026	VAX Platinum SmartWash	Vax Ltd	208.32	41.66	249.98
Establishment Charges	24/03/2026	VAX Platinum SmartWash	Vax Ltd	-69.99	0.00	-69.99
Establishment Charges	25/03/2026	Hand Wash Refill 2 x 100ml	Mrs V C Fear - Amazon EU S.a.r.l., UK Branch	3.72	0.74	4.46
Land Management	25/03/2026	Superaser Magic Sponge x10	Mrs V C Fear - Amazon EU S.a.r.l., UK Branch	6.16	1.23	7.39
Land Management	25/03/2026	FreyPac Magic Eraser Sponges x9	Mrs V C Fear - TCT Holdings Ltd (Amazon)	8.16	1.63	9.79
IT budget	25/03/2026	Printer ink	Mrs V C Fear - Value Printing Toners (Amazon)	36.49	0.00	36.49
Land Management	25/03/2026	Bahco P74 Lawn Shear	Mrs V C Fear - Amazon EU S.a.r.l., UK Branch	47.85	0.00	47.85
Contingency Fund	25/03/2026	Signwriting - Freedom of the Parish - MB	G & J Whittaker Signs	70.00	0.00	70.00
Land Management	25/03/2026	Hire of storage container MW - March 2026	Activate Learning	87.00	0.00	87.00
Pond Maintenance	25/03/2026	Barley Straw - White House Pond, Moat House Pond, WSV Pond	Stephen Gunner	200.00	0.00	200.00
Staff Costs	25/03/2026	Salaries/ PAYE/ NI/Pension Conts Ee's & Er's	Staff Costs	14,676.40	0.00	14,676.40
Staff mileage	25/03/2026	Mileage	Mrs V C Fear	10.40	0.00	10.40
Staff mileage	25/03/2026	Mileage	Mrs G F White	40.30	0.00	40.30
Land Management	24/03/2026	Locking Nuts and Screws	Accu Limited	23.45	4.69	28.14
IT budget	26/03/2026	Councillor Tablets	Cloudy IT	8,719.00	1,743.80	10,462.80
Land Management	26/03/2026	Norton Rapid Strips & Flap Discs	Toolstation	51.13	10.23	61.36
Establishment Charges	30/03/2026	Safety goggles & helmet	Selco Builders Warehouse	11.19	2.24	13.43
Establishment Charges	30/03/2026	Safety goggles & helmet	Selco Builders Warehouse	8.65	0.00	8.65
Land Management	31/03/2026	Washing up Liquid x2	Tesco	5.25	0.00	5.25
Land Management	30/03/2026	Fuel for tools	Waitrose Shell	13.65	2.73	16.38
Revenue Costs Works Vehicle	30/03/2026	Fuel for works van	Waitrose Shell	29.39	5.88	35.27

Code	Date	Description	Supplier	Net	VAT	Total
Bank Interest/Charges	27/03/2026	Bank Charge - February 2026	Metrobank	3.00	0.00	3.00
Bank Interest/Charges	31/03/2026	Bank charges	Unity Trust Bank	7.00	0.00	7.00
Revenue Costs Works Vehicle	01/04/2026	Service plan - 27th instalment of 45	PlanMyService LLP	27.08	5.42	32.50
Land Management	01/04/2026	MOT Service plan - 27th instalment of 45	PlanMyService LLP	3.78	0.00	3.78
Parish Office	01/04/2026	Business rates - Parish Office	Guildford Borough Council	1,027.65	0.00	1,027.65
Community Car Park	01/04/2026	Business rates - Community Car Park	Guildford Borough Council	90.90	0.00	90.90
GBC Emptying Litter Bins	01/04/2026	GBC Bin Emptying Charge (12 bins)	Guildford Borough Council	3,070.00	0.00	3,070.00
IT budget	02/04/2026	Firewall and Broadband Hardware	Cloudy IT	1,634.00	326.80	1,960.80
Parish Office	02/04/2026	External window cleaning	Trevor Porter Window Cleaning Service	21.00	4.20	25.20
Playground Repairs	02/04/2026	Quarterly playground inspections	MJR Services	225.00	0.00	225.00
Professional Advice	02/04/2026	Payroll services - qtr to 31/03/2026	Mulberry & Co	120.00	24.00	144.00
Parish Newsletter	02/04/2026	3,600 newsletters	Knaphill Print Co Ltd	435.00	0.00	435.00
Training	02/04/2026	Training - Routine Playground Inspection Course - NS 31.03.26	Playsafety Ltd	325.00	65.00	390.00
Land Management	03/04/2026	Polystyrene Sheet for WSV Phone Box	Tradepoint	37.50	7.50	45.00
Total				31,364.50	2,272.31	33,636.81

b) Bank reconciliation February 2026

The Finance Officer (FO) had prepared the bank reconciliation for February 2026 in accordance with the Accounts and Audit Regulations, a copy of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr S Ellahi, seconded by Cllr B Ahier, and unanimously **RESOLVED** that the bank reconciliation be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendix 1 – Bank Reconciliation February 2026

c) Monthly budget reports for February 2026

The FO had prepared the budget reports for February 2026 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 B McShee, seconded by Cllr C Riley, and unanimously **RESOLVED** that the budget reports be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendix 2: Monthly Budget Report (Summary) February 2026

d) Quarterly Financial Check - 26 March 2026

Cllr M Price gave the following report:

I checked all financial transactions between December 2025 and February 2026. There were no errors.

Thank you to the officers for their support.

It was proposed by Cllr S Ellahi, seconded by Cllr N Crampin and unanimously **RESOLVED** that Cllr Price's report be approved and accepted.

e) Year-end Internal Audit 2025/2026 - Mulberry Local Authorities Ltd

The year-end Internal Audit is to be carried out on Wednesday 13 May 2026. The Chairman and Vice-Chairman will be in attendance. Other councillors were welcome to attend and observe the audit.

f) External Audit - PKF Littlejohn LLP

The deadline for submissions is 1 July 2026.

2026-124 - 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) Parish Recipients of This Year's Mayor's Award for Service to the Community** - There were four Worplesdon parish recipients: Catherine Antcliff (Wood Street Village Maypole Dancing), Cllr Bob McShee (40 years' service to local government and working with local charities), Janet Sutton (Wood Street Village Maypole Dancing), and Richard Trinick (Wood Street Village Cricket Club).
- 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 (provided by Guildford Borough Council)** - All members are strongly advised to take note of this training.

2026-125 - Chairman's Report

This report covers the period from 26 February to the 8 April 2026.

I received enquiries regarding potholes in Fairlands and works on the north side of Clay Lane and directed the residents to the appropriate authorities. I also reported that recent Community Speed Watch deployments had recorded a noticeable reduction in speeding offences, suggesting that the educational deployments were having a positive effect within the parish.

26 February 2026 - I chaired the Full Council meeting.

3 March 2026 - The Clerk and I attended a GDPR webinar hosted by Breakthrough Communications, which highlighted the importance of data mapping, updated policies and annual training for officers and councillors. In the evening, we attended a SALC webinar regarding engagement with the emerging unitary authority arrangements and the future role of parish councils and Neighbourhood Area Committees.

9 March 2026 - The Clerk and I attended a liaison meeting with Merrist Wood College and received updates regarding planned highway works and the newly occupied South Building.

In the evening, I chaired the Annual Parish Meeting of residents at St Alban's Church Hall, Wood Street Village.

Approved by the Full Council 21 May 2026

12 March 2026 - I chaired the Staffing Committee meeting in the absence of the Committee Chairman. Members discussed matters relating to the Clerk's intended retirement later in the year.

16 March 2026 - I attended the FLGCA Management Meeting and presented a report on a range of parish matters including Community Speed Watch, Wood Street Village Pond, anti-social behaviour, the horse field at Salt Box Road, Local Government Reorganisation and the 2026/2027 precept increase.

19 March 2026 - I attended the General Purposes and Planning Committee meeting.

23 March 2026 - I chaired the Policy and Procedures Committee meeting, during which annual policy reviews required under the AGAR (Annual Governance and Accountability Return) process were undertaken, including adoption of the new Data Protection Policy and updates to policy templates to improve version control and governance compliance.

25 March 2026 - The Vice-Chairman, Cllr Ellahi and I attended the Mayor's Reception for Parish Councils, where updates were received regarding the Clay Lane SANG and Guildford Borough Council's emerging Local Plan.

In the evening, I attended a SALC councillor forum covering Local Government Reorganisation, election costs, Assertion 10 requirements, forthcoming legislative changes and planning matters affecting Normandy Parish Council.

2026-126 - Items for inclusion on future agendas

1. To consider a silent slider for Jacobs Well (using former JWRA monies). (Cllr M Price)
2. Wood Street Village pubs – To receive an update from the Wood Street Village Association. (Cllr R Watson)

2026-127 - Clerk's retirement

a) Application Pack

The application pack, comprising the job advert, person specification, job description, job application form, and interview questions had been circulated to all members via email in advance of the meeting.

One minor change to the job advert was requested by the members.

Following discussion, it was proposed by Cllr M Price, seconded by Cllr B McShee and unanimously **RESOLVED** that the amended application pack be approved.

b) Advertising Costs

The Clerk advised that the advertisement costs for SALC (Surrey Association of Local Councils), NALC (National Association of Local Councils), SLCC (the Society of Local Councils) and Jobs Go Public is anticipated to be in the region of £1,000.

Advertising via Indeed and the Career Transition Partnership (a joint initiative between the Ministry of Defence (MOD) and Reed) are both free.

The vacancy will also be advertised via the Parish Council's Facebook page and on its website.

It was proposed by Cllr C Riley, seconded by Cllr B McShee and unanimously **RESOLVED** that a budget of £1,000 be approved.

Approved by the Full Council 21 May 2026

Power to spend: LGA 1972 s111

c) Appointment of the Interview Panel

It was proposed by Cllr R Watson, seconded by Cllr B Ahier and unanimously **RESOLVED** that the Interview Panel comprise the Chairman of the Council, Chairman of the Staffing Committee, Clerk, Assistant Clerk and Cllr J Snowball.

The Clerk left the meeting at 21:10.

It was RESOLVED that 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.

2026-128 - Pension Strain Costs - Exercise of Employer Discretion under Regulation 30(8) of the Local Government Pension Scheme Regulations 2013 - (Confidential Report Issued)

No response had been received from the Local Government Pension Scheme. This item was, therefore, deferred until the pension strain costs have been provided by Surrey County Council.

2026-129 - Date of the Annual Meeting - Thursday 21 May 2026 - 19:30.

Meeting closed 21:20

Signed:

Chairman of the Council
21 May 2026