



**Minutes of the Annual Meeting held in the  
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX  
at 19:30 on Thursday 21 May 2026**

**2026-150 - Present**

**Councillors:**

Cllr B Ahier, Cllr N Crampin, Cllr S Ellahi, Cllr B McShee, Cllr N Mitchell (Chairman), Cllr M Price, Cllr J Snowball, Cllr T Wright, and Cllr R Watson.

**Officers of the Council:**

Mrs G White - Clerk to the Council  
Mrs V Fear - Assistant Clerk

**Members of the public:**

Guildford Borough Council & West Surrey Unitary Councillor Bill Akhtar, West Surrey Unitary Councillor Cllr Jonathan Lord, West Surrey Unitary Councillor Cllr James Steele, County Councillor Keith Witham, Borough Councillor Honor Brooker, and Borough Councillor Philip Brooker were present for part of the meeting.

**2026-151 - Introductions and Welcome**

The Chairman congratulated the new West Surrey Unitary Authority councillors on their election to represent the Wards of Guildford West and Worplesdon, which now straddle the parish boundary. (Broadacres, part of Broad Street, and part of Park Barn fall within the Guildford West Ward).

The Chairman also thanked the members for attending the meeting. Introductions between the new unitary councillors and parish councillors then took place.

**2026-152 - Appointment of Chairman for the municipal year 2026/2027**

It was proposed by Cllr R Watson, seconded by Cllr S Ellahi that Cllr N Mitchell be appointed as Chairman. No other nominations being received, it was unanimously **RESOLVED** that Cllr N Mitchell be elected as Chairman of the Parish Council for the municipal year 2026/2027.

**2026-153 - Chairman to sign Declaration of Acceptance of Office**

Cllr N Mitchell duly signed his Declaration of Acceptance of Office form.

**2026-154 - 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 G Burch, Cllr S Busby, and Cllr B Nagle. The apologies and reason for absence were accepted.

Cllr C Riley was absent from the meeting.

**2026-155 - Appointment of the Vice-Chairman for the municipal year 2026/2027**

It was proposed by Cllr R Watson, seconded by Cllr B Ahier that Cllr M Price be elected as the Vice-Chairman. No other nominations being received, it was unanimously **RESOLVED** Cllr M Price was elected as Vice-Chairman for the municipal year 2026/2027.

**2026-156 - Public participation session**

No members of the general public were present.

**2026-157 - Chairman's Announcements**

The Chairman gave a number of standard announcements to the Meeting relating to Health and Safety and the Standing Orders.

**2026-158 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct**

No declarations were made.

**2026-159 - 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.

**2026-160 - To receive and consider written requests for new DPI dispensations**

No requests were received.

**2026-161 - Amendments to the Register of Interests**

No declarations were made.

**2026-162 - Declaration of gifts or hospitality over £50**

No declarations were made.

**2026-163 - Borough Councillor's report**

Cllr H Brooker gave the following verbal report to the meeting:

**1. Public Space Protection Order (PSPO)**

Suggested revised wording:

### **Public Space Protection Order (PSPO)**

Guildford Borough Council has introduced and extended a Public Space Protection Order covering Guildford Town Centre, Stoke Park and The Mount area. The Order seeks to address persistent anti-social behaviour within these locations.

The PSPO includes restrictions relating to:

- The consumption of alcohol following a warning by an authorised officer;
- Shouting or screaming and other anti-social behaviour likely to cause harassment, alarm or distress; and
- The dangerous or anti-social use of bicycles, scooters and similar wheeled vehicles.

It was noted that enforcement powers are available to both Surrey Police and authorised Guildford Borough Council officers.

Breaches of the Order may result in a Fixed Penalty Notice or prosecution, with the maximum fine upon conviction being up to £1,000.

## **2. West Surrey Unitary Authority**

### **West Surrey Unitary Authority**

Congratulations were extended to James Steele on his recent by-election success.

Members were advised that the political composition of the new West Surrey Council following the May 2026 elections is:

- Liberal Democrats – 56 seats
- Conservatives – 20 seats
- Reform UK – 9 seats
- Residents' Groups – 4 seats
- R4GV – 1 seat

Within Guildford, the seats are allocated as follows:

- Liberal Democrats – 12 seats
- Conservatives – 7 seats
- R4GV – 1 seat

It was noted that Bill Akhtar and Jonathan Lord represent the Worplesdon division.

## **3. Shopmobility Guildford**

In response to a question regarding why the Shopmobility service in Guildford is under threat and whether anything can be done to save this important service, Cllr Brooker advised that discussions were ongoing. Concern was expressed regarding the potential loss of a vital service relied upon by many residents with mobility difficulties.

Cllr H Brooker agreed to investigate this matter and to report back to Worplesdon Parish Council.

### 2026-164 - County Councillor's report

Cllr K Witham advised that there is now a ten-month transition period until the new West Surrey Unitary Authority is vested.

At present, all case work will continue to be addressed by me (Cllr K Witham) for county matters. All borough council casework will continue to be dealt with by borough councillors, Cllr Bill Akhtar, Cllr H Brooker and Cllr P Brooker.

Surrey County Council has renewed its Small Grants Programme

[At 19:49 all of the principal authority councillors left the meeting.](#)

### 2026-165 - Six-month rule

The Chairman explained the ongoing personal reason for Cllr S Busby's absence from the meetings. Following discussion, it was proposed by Cllr N Mitchell, seconded by Cllr N Crampin and unanimously **RESOLVED** that Cllr S Busby be granted an extension of absence of six months, due to exceptional circumstances.

### 2026-166 - Minutes of the previous meetings:

It was proposed by Cllr B McShee, seconded by Cllr T Wright, and unanimously **RESOLVED** that the minutes of the Full Council Meeting held 9 April 2026 be approved and signed by the Chairman as a true record.

It was proposed by Cllr M Price, seconded by Cllr N Crampin, and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee Meeting held 30 April 2026 be approved and signed by the Chairman as a true record.

### 2026-167 - Election of the Planning/General Purposes and Finance Committee

The following Members were appointed to the Planning/General Purposes and Finance Committee for the municipal year 2026/2027:

#### 1. Table 1: Members of the Planning/General Purposes and Finance Committee 2026/2027

Ward	Member
Fairlands	Cllr N Mitchell (Ex-officio)
Jacobs Well	Cllr M Price (Ex-officio)
Perry Hill	Cllr G Burch
Fairlands	Cllr B Ahier
Wood Street Village	Cllr N Crampin
Wood Street Village	Cllr T Wright

Cllr J Snowball and Cllr R Watson were appointed as substitute members.

### 2026-168 - Election of the Staffing Committee

The following Members were appointed to the Staffing Committee for the municipal year 2026/2027:

#### 2. Table 2: Members of the Staffing Committee 2026/2027

Ward	Member
Jacobs Well	Cllr M Price (Ex-officio)
Jacobs Well	Cllr J Snowball
Fairlands	Cllr S Ellahi
Wood Street Village	Cllr C Riley
Wood Street Village	Cllr N Crampin

Cllr R Watson and Cllr B McShee were appointed as substitute members.

## 2026-169 - 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 Ellahi, seconded by Cllr T Wright, and unanimously **RESOLVED** that payments to the value of £46,753.12 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

**Table 3 – Payment list 21 May 2026**

Code	Date	Description	Supplier	Net	VAT	Total
Land Management	29/04/2026	6 x 5 Litre Water Bottles	Tesco	10.80	0.00	10.80
Bank Interest/Charges	30/04/2026	Bank charges	Unity Trust Bank	7.00	0.00	7.00
Establishment Charges	30/04/2026	ULCS Membership GW	Union for Local Council Staff	60.00	0.00	60.00
Parish Office	01/05/2026	Business rates - Parish Office	Guildford Borough Council	1,027.65	0.00	1,027.65
Community Car Park	01/05/2026	Business rates - Community Car Park	Guildford Borough Council	89.35	0.00	89.35
Revenue Costs Works Vehicle	01/05/2026	Service plan - 28th instalment of 45	PlanMyService LLP	27.08	5.42	32.50
Revenue Costs Works Vehicle	01/05/2026	MOT Service plan - 28th instalment of 45	PlanMyService LLP	3.78	0.00	3.78
Establishment Charges	02/05/2026	Cleaning materials for office	Sainsburys	8.30	0.00	8.30
Parish Office	05/05/2026	Additional keys for the Parish Office	Timpson	18.00	0.00	18.00
Establishment Charges	06/05/2026	Greetings cards	Bookends (Christchurch) Ltd (Amazon)	6.65	1.33	7.98
Establishment Charges	06/05/2026	Cleaning materials for office	Mrs G F White - Jackel Trading Ltd (Amazon)	11.24	2.25	13.49
Establishment Charges	06/05/2026	Job Advert	Hutchinson Marketing Ltd	155.00	31.00	186.00
Parish Office	06/05/2026	Cleaning services - Parish office	Charlotte Bridge	210.00	0.00	210.00
Grass Cutting	06/05/2026	Grass cutting - Month 1 2026	GCB Gardens	2,481.81	496.36	2,978.17
IT budget	10/05/2026	Ink cartridges	Amazon EU S.a.r.L.	41.28	8.26	49.54
Parish Office	12/05/2026	Additional sets of keys for the Parish Office	Guildford Lock and Safe	11.80	0.00	11.80
Land Management	13/05/2026	Annual Standpipe Licence - 01.04.2026 - 31.03.2027	Affinity Water Limited	480.20	0.00	480.20
Land Management	13/05/2026	Annual Standpipe Licence - 01.04.2026 - 31.03.2027	Affinity Water Limited	38.10	7.62	45.72
Establishment Charges	13/05/2026	145L Heavy Duty Storage	Mrs V C Fear - Argos	17.50	3.50	21.00
Establishment Charges	13/05/2026	Cleaning materials for office	Tesco	3.20	0.00	3.20
Establishment Charges	13/05/2026	Job Advert	Jobs Go Public	300.00	60.00	360.00
IT budget	12/05/2026	Mobile Phone Charges	EE	90.00	0.00	90.00

Code	Date	Description	Supplier	Net	VAT	Total
Christmas trees/lights WS, Perry Hill	14/05/2026	Electrical supply Perry Hill Green - 01.04.26 - 30.04.26	Octopus Energy Limited	30.08	1.50	31.58
Parish Office	14/05/2026	Gas & Electricity - Unit 2 Saxton - 01.04.26 - 30.04.26	Octopus Energy Limited	111.07	5.55	116.62
IT budget	20/05/2026	Additional back-up	Apple.com	2.49	0.50	2.99
Establishment Charges	18/05/2026	Office supplies	Sainsburys	12.25	0.00	12.25
IT budget	18/05/2026	Subscription - 17.05.26 - 16.06.26	Adobe	16.64	3.33	19.97
Parish Office	18/05/2026	Additional keys for the Parish Office - Refund	Timpson	-18.00	0.00	-18.00
IT budget	18/05/2026	OnePhone - phone charges - including mobile data	BT PLC	39.48	7.90	47.38
IT budget	19/05/2026	ChatGPT Plus Subscription	OpenAI LLC	16.67	3.33	20.00
Parish Office	20/05/2026	Water and sewerage charge - Unit 2 Saxton - 01.04.26 - 30.04.26	Castle Water	21.45	0.00	21.45
PC Grant Aid to Wards	20/05/2026	Grant - Jazz Festival 2026	Challengers	500.00	0.00	500.00
Audit Fees	20/05/2026	Internal Audit 2025-26	Mulberry Local Authority Services Limited	133.30	26.66	159.96
Land Management	20/05/2026	Hire of storage container MW - May 2026	Activate Learning	87.00	0.00	87.00
Establishment Charges	20/05/2026	145L Heavy Duty Storage	Mrs V Fear - Argos	17.50	3.50	21.00
ER Accrual towards new playground equipment	20/05/2026	Replacement play equipment - Worplesdon Play Area	Proludic	16,673.52	3,334.70	20,008.22
ER Accrual towards new playground equipment	21/05/2026	Replacement play equipment - Worplesdon Play Area	Proludic	12,859.52	2,571.91	15,431.43
Accrual towards new playground equipment	21/05/2026	Replacement play equipment - Worplesdon Play Area	Proludic	3,813.99	762.80	4,576.79
<b>Total</b>				<b>39,415.70</b>	<b>7,337.42</b>	<b>46,753.12</b>

#### b) Bank reconciliations March and April 2026

The Finance Officer (FO) had prepared the bank reconciliations for March and April 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 M Price, seconded by Cllr S Ellahi, and unanimously **RESOLVED** that the bank reconciliations be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendices 1 and 2 – Bank Reconciliations March and April 2026

#### c) Monthly budget reports for March and April 2026

The FO had prepared the budget reports for March and April 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 R Watson, seconded by Cllr T Wright, 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 Report (Summary) March and April 2026

#### d) Appointment of a councillor (and a reserve) to undertake the quarterly financial inspections

It was proposed by Cllr S Ellahi, seconded by Cllr B Ahier that Cllr M Price and Cllr N Crampin be appointed to undertake the quarterly financial inspections for the municipal year 2026/2027. Inspections to be undertaken in March, June, September, and December.

**e) Internal Audit carried out 13 May 2026**

It was proposed by Cllr N Mitchell, seconded by Cllr R Watson that the Council extend its thanks to the Clerk/Responsible Financial Officer (RFO) and Finance Officer (FO) for the work undertaken to enable the Internal Auditor to give a positive response to each of the Annual Internal Audit Review (AIAR) questions.

**“Executive summary**

Following completion of our final internal audit on 13<sup>th</sup> May 2026 we are pleased to enclose our report for your review and 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.

“Some assertions, as noted in this report, were tested at the interim internal audit completed on the 20<sup>th</sup> November 2025 and the council should review all internal audit reports for the year before completing the Annual Governance Statement.

“The structure of this report aligns with the assertions set out in the Annual 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.

“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 any kind of system error. Rather, they are intended to support the continued development of what is, in our view, a well-managed and robust governance framework and is indeed a model of good practice.

“I have completed the Annual Internal Audit Report page of the AGAR and provided this to the council for onward submission to the External Auditor”. [Excerpt from Internal Audit Report].

It was proposed by Cllr M Price, seconded by Cllr J Snowball and unanimously **RESOLVED** that the Internal Audit Report for the financial year 2025/2026 be approved.

Appendix 5 – Full Internal Audit Report dated 19<sup>th</sup> March 2026.

**f) To review the effectiveness of the Council’s system of internal controls**

Regulation 5(1) of the Accounts and Audit Regulations 2015 imposes a duty on local councils to ‘undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal audit standards or guidance’. For parish and town councils, this guidance is set out in the NALC publication “Governance and Accountability for Smaller Authorities in England”.

The purpose of internal audit is to review and report to the Council whether its systems of financial and other internal controls over its activities and operating procedures are effective.

The year-end audit was carried out by Mark Mulberry on 13 May 2026. A copy of Mr Mulberry's comprehensive report was issued to all members, via email, on 14 May 2026.

On 21 May 2026 Members undertook a review of the effectiveness of the Internal Audit as follows:

**Scope of Internal Audit** – The three-year letter of Engagement (Terms of Reference covering the financial years 2024/2025, 2025/2026, and 2026/2027 issued by Mulberry Local Authority Services Ltd on 12 August 2024 were approved by the Council at the Full Council Meeting held 19 September 2024 - Minute number 2024-304(g) refers. Terms of reference define audit responsibilities in relation to fraud. The internal audit takes into account risk management processes and wider internal control. Internal audit covers:

- Books of Account
- Financial regulations, governance and payments
- Risk management and insurance (including disaster recovery plans)
- The budget and budget process, precept and reserves
- Income/VAT
- Petty cash (not operated)
- Payroll (Third Party Provider – Mulberry Local Authority Services Ltd)
- Assets and investments
- Bank reconciliations and cash-in-hand
- Year-end accounts (income and expenditure basis)
- Limited assurance review
- Transparency code/website up-to-date
- Exercise of public rights – inspection of accounts (2023/2024)
- Publication requirements (Transparency Act 2015)
- Trusteeship (not applicable).

Responsibility for the Council's internal controls (safeguarding systems in place for the prevention and detection of fraud, error and non-compliance) remains, however, with the Council.

Worplesdon Parish Council takes its fiduciary responsibilities very seriously. To (a) safeguard public funds, (b) provide high value for the element of Council tax paid by residents of the Parish, and (c) to ensure optimum use of the Parish Council assets, the Council undertakes a number of financially prudent measures to aid in the detection and prevention of fraud. These measures include appointed Councillors undertaking quarterly financial checks, in accordance with the Accounts and Audit Regulations. Councillors are appointed or re-appointed annually by the Full Council at the Annual Meeting held in May.

**Fraud prevention and detection** - Quarterly Checks are carried out for the detection and prevention of fraud

The appointed Councillors, on a quarterly basis, comprehensively check and cross-reference the accuracy of the following items:

- a) Paying in books
- b) Cheque books
- c) Bank reconciliations/Bank Statements
- d) Payments File
- e) VAT file
- f) Payroll file

**Online Payments Dual Authentication** – Dual authentication is implemented for all online payments.

**Supplier Bank Account Details** – The bank details for all new suppliers are double checked by email or phone calls direct to the firm before any payments are made.

**Independence** – Internal Auditor has direct access to those charged with governance. Auditing is carried out by Mark Mulberry/Andy Beams of Mulberry Local Authority Services Ltd with written reports presented to the Council. Auditors do not have any other role within the Council.

**Competence** – The internal auditors are qualified chartered accountants trained to a high standard who are familiar with the local government sector. Their work is carried out ethically, with integrity and objectivity.

**Relationships** – RFO and all councillors consulted on the Internal Audit Plan, issued annually, which details the scope of each audit. Evidence is on audit files. Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters.

The responsibilities of the council Members are understood, and the training of Members is carried out as necessary. Members are appointed on an annual basis to carry out the quarterly financial checks.

**Audit Planning and reporting** – The Audit Plan properly takes account of corporate risk. The Audit Plan has been approved by the Council. Internal Audit is reported in accordance with the approved Audit Plan.

**Internal audit work is planned** and is based on risk assessment and designed to meet the Council's governance assurance needs.

**Understanding the whole organisation, its needs and objectives** – The Annual Audit Plan demonstrates how audit work will provide assurance in relation to the Council's governance risk assessment.

**Catalyst for change** – The Internal Auditor offers a supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.

**Add value and assist the organisation in achieving its objectives** – Demonstrated through positive management responses to recommendations and follow up action, where called for.

**Forward looking** – Identifying risks and formulating the annual Audit Plan. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.

**Challenging** – Internal audit focuses on risk and encourages members to develop their own responses to risks.

**Correct resources available** – Full documentation is provided to enable the internal auditor to complete the audit. Internal auditor understands the body and the legal and corporate framework in which it operates.

It should be noted that The Joint Panel on Accountability and Governance (JPAG) has been superseded by The Smaller Authorities' Proper Practices Panel (SAPPP). SAPPP has issued its 2025 edition of the Practitioners' Guide, which covers internal and external audit requirements.

It was proposed by Cllr N Mitchell, seconded by Cllr N Crampin and unanimously **RESOLVED** that the review of the effectiveness of the Council's internal control including management of risk be approved.

**g) To review and approve the earmarked reserves for 2025/2026**

Details of the year-end earmarked reserves, amounting to £148,130.96, had been issued to all Members, via email, 14 days in advance of the meeting. These figures were included in the Balance Sheet for the financial year 2025/2026.

It was proposed by Cllr M Price, seconded by Cllr N Crampin, and unanimously **RESOLVED** that the earmarked reserves for 2025/2026, as per the Balance Sheet, be approved.

**h) To review and approve the general reserves for 2025/2026**

General reserves may be used throughout the year for contingency/emergency purposes. Unexpected projects invariably arise during the year.

As per the Balance Sheet, the general reserves for 2025/2026 amounted to £143,485.32.

It was proposed by Cllr B McShee, seconded by Cllr T Wright, and unanimously **RESOLVED** that the general reserves for 2025/2026, as per the Balance Sheet, be approved.

**i) To receive and approve the Asset Register for the financial year ended 31.3.2026**

A copy of the Asset Register for 31 March 2026, showing assets of £600,922.87, had been circulated to all Members, via email, 14 days in advance of the meeting. It was proposed by Cllr S Ellahi, seconded by Cllr N Crampin and unanimously **RESOLVED** that the Asset Register for 31.3.2026 be approved.

**j) To receive and approve the Annual Accounts 2025/2026**

The accounts had been emailed to all members 14 days in advance of the meeting. The accounts had been checked, and verified as accurate, by the Internal Auditor, during the internal audit held 13 May 2026. It was proposed by Cllr R Watson, seconded by Cllr B McShee, and **RESOLVED** that the 2025/2026 accounts be approved.

**k) To receive and approve the Section 1 Annual Governance Statements (AGAR) for the year ended 31 March 2026**

The Annual Governance and Accountability Return (AGAR) had had been circulated to all members via email 14 days prior to the meeting.

The Clerk read out the governance statements to the meeting. Members responses to the governance statements were as follows:

**Table 4 Section 1 of the AGAR (Annual Governance Statement)**

Ref	Question	Response
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Yes
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes

Ref	Question	Response
3	We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	Yes
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Yes
7	We took appropriate action on all matters raised in reports from internal and external audit.	Yes
8	We considered whether any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	Yes
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	N/A
10	We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	Yes

It was proposed by Cllr N Mitchell, seconded by Cllr T Wright, and unanimously **RESOLVED** that 'Section 1 - The Annual Governance Statement for 2025/2026' (AGAR) be approved.

The Chairman and Responsible Financial Officer then signed Section 1 of the AGAR.

Appendix 6 – Section 1 of the AGAR for 2025/2026

**l) To receive and approve the Section 2 Annual Accounting Statements (AGAR) for the year ended 31 March 2026**

It was proposed by Cllr M Price, seconded by Cllr S Ellahi, and unanimously **RESOLVED** that 'Section 2 of the AGAR – The Accounting Statements for 2025/2026' be approved. This section had been signed by the RFO in advance of the meeting. The Chairman then countersigned Section 2 of the AGAR.

Appendix 7 – Section 2 of the AGAR for 2025/2026

**m) VAT return 1.1.26 - 31.3.26**

A refund of £5,225.89 had been received from HMRC.

**n) 1<sup>st</sup> instalment precept 2025/2026**

An online payment of £244,875.00 was received from Guildford Borough Council on 16 April 2026.

The Chairman called a comfort break at 20:50. The meeting was reconvened at 20:58.

**2026-170 - Parish Representatives – Annual reports**

The following written reports had been received from Parish Representatives and circulated to all Members via email in advance of the meeting.

**Fairwood Helpers – Report provided by Mike Ryan – Chair**

“Fairwood Helpers (Registered Charity 1093535, Recipient of the Queens Award for Voluntary Service 2018 and registered with Surrey Community Action), has operated as a voluntary car group since 1997, transporting people in the local area to medical appointments of any kind, be it chiropody, opticians, dentist, doctors, or hospital appointments. That is the core of our work, but we also offer help if we can for other tasks such as household shopping, fetching prescriptions or taking people to visit relatives in hospital. In the last year we have assisted individual members of the community with these types of requests on over 500 occasions. In recent years we have also made financial donations to local organisations which are directly involved in supporting community initiatives tackling isolation and disability.

“All Fairwood Helper members are Volunteers, and we are entirely reliant on Client donations to fund our expenses and running costs. We are always seeking new Volunteers be they Drivers, Duty Officers (who take phone calls) or those who work behind the scenes in an administrative capacity and we are particularly keen to hear from anyone who has social media skills.

“Fairwood Helpers can be contacted on 01483 237619 (please leave a message if out of hours)”.

**FLGCA**

FLGCA are pleased with the new climbing frame within the playground, it has improved the local outlook by the removal of the ageing climbing rock.

The regular two monthly management meetings still occur and have been reported in the Chairman’s report dated August, September, and December 2025 and February, April, and May 2026.

The Christmas lights at the Community Centre were disappointing as the FLGCA had retained the light cone from 2024. An enhancement is anticipated this year.

## SALC

SALC continue regular councillor forums on a quarterly basis.

A key issue this year has been the Local Government Reorganisation, which as we all know is an area of concern.

At the Annual Conference on 13 November 2025 there were presentations on the following subjects

- LGR
- IT Demo
- Preparing for LGR
- IT Hybrid Meeting
- The Power of Place

Full details can be seen in the Chairman's report December 2025.

There were also breakout sessions concentrating on but not limited to employment issues, hybrid meetings, GDPR, and budgetary considerations.

No report had been received regarding the WSVAs, however, the monthly minutes are circulated to all Members via email.

### 2026-171 - Deployment of the Community SpeedWatch (CSW)

#### Community Speedwatch

Community Speedwatch deployments have continued across the parish during the year.

During 2025, approximately 8,000 vehicles were monitored at deployment sites, with 160 vehicles recorded as exceeding the speed limit, representing 2.0% of vehicles checked. This compares with 2024, when approximately 8,400 vehicles were monitored and 120 vehicles were recorded as exceeding the speed limit, representing 1.4% of vehicles checked. Councillors Ahier, Ellahi and Price assisted with Community Speedwatch deployments during the year.

Surrey Police continue to support the initiative through attendance at deployment sites and by undertaking their own speed enforcement activities at locations used by the Community Speedwatch group.

#### Speed Data Recorder

With the unexpected death of Peter Harris earlier in the year Speed Data Recorder deployments have been on hold. We are awaiting the appointment of a new officer to take on the role.

### 2026-172 - Unauthorised Encampment – Annual Inspection Review

A confidential report had been circulated to the Members in advance of the meeting.

### 2026-173 - Appointment of Parish Representatives (2026/2027)

It was proposed by Cllr B Ahier, seconded by Cllr J Snowball, and unanimously **RESOLVED** that the following members be appointed to represent a variety of organisations across the parish. See the table below:

**Table 5: Appointed representatives 2025/2026**

Organisation	Appointed representative
Fairwood Helpers	Cllr B Ahier
FLGCA - Fairlands, Liddington Hall and Gravetts Lane Community Association	Cllr N Mitchell (Substitute Cllr S Ellahi)
SALC - Surrey Association of Local Councils	Cllr N Mitchell

Organisation	Appointed representative
WSVA - Wood Street Village Association	CLlr T Wright (Substitute CLlr R Watson)

#### **2026-174 - To fix the dates and times of the Full Council and Committee Meetings 2027**

The Schedule of Meetings for 2027 had been circulated to all Members via email in advance of the meeting.

It was proposed by CLlr B Ahier, seconded by CLlr M Price and unanimously **RESOLVED** that the dates of the meetings for 2027 be accepted and approved.

#### **2026-175 - Silent Soldier for Jacobs Well**

CLlr M Price advised that he had spoken to the Trustees of the Village Hall and a local resident with a specific interest. All had been supportive of the placement of a silent soldier on the grass verge near the Millennium Well.

Following discussion, it was proposed by CLlr B McShee, seconded by CLlr R Watson and unanimously **RESOLVED** that a silent soldier be purchased, subject to local support.

Should the Jacobs Well Scouts wish to apply for a grant, they would need to do so via the normal grant application process.

#### **2026-176 - Wood Street Village pubs**

CLlr R Watson gave the following report:

There is no progress on either pub. There has been no interest in the Royal Oak and only some interest in the White Hart pub. Stonegate (the owners of the White Hart Pub) are continuing to undertake renovation works. There appears to be no sign of any tenants.

#### **2026-177 - 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.

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

1. This property shares a driveway with the neighbouring property. Will sufficient space be available for the owners of no. 9 Rydes Avenue to access their garage?
2. Due to the size/bulk/scale of the proposed extension it does appear there will be loss of light to no. 11 Rydes Ave.

**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.

It was **RESOLVED**: that the Parish Council object to this planning application on the basis that the proposed ancillary accommodation does not meet Policy H4(3) of the Guildford Borough Local Plan, as the inclusion of kitchen and bathroom facilities would enable the accommodation to function as a self-contained unit with the potential for occupation independent of the main dwelling.

**Planning Application No: [26/P/00559](#) - 68 Cumberland Avenue, Guildford, GU2 9YJ** - Proposed garage conversion.

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

**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).

It was **RESOLVED**: leave to Guildford Borough Council's tree officer.

**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.

It was **RESOLVED**: that the Parish Council notes a number of anomalies within the various planning applications, particularly in terms of the chimneys.

## **2026-178 - Clerk's Report**

- a) **Cloudy-IT training** - To be arranged as soon as practicable.
- b) **Power supply for the Jacobs Well Christmas tree** - The JVVHT (Jacobs Well Village Hall Trust) have confirmed that the upgraded hall electrics have now been certified. A fence is to be erected around the GRP kiosk, and the electricity pit is expected to be installed by the end of June.

## **2026-179 - Chairman's Report**

### **Chairman's Report**

#### **9 April – 20 May 2026**

This report covers the period from 9 April to 20 May 2026.

Work during this period has included ongoing Council business, preparations associated with the recruitment of a new Parish Clerk, and consideration of applications received.

Worplesdon Parish Council has accepted an invitation from Fairlands, Liddington Hall and Gravetts Lane Community Association (FLGCA) to attend its Family Fun Day on 19 July 2026. Councillor assistance with the Council's stand would be welcomed.

A detailed response was prepared to a resident's correspondence regarding the Parish Council's precept.

Consideration has also been given to the eligibility requirements for the General Power of Competence following the 2027 elections. Members may wish to consider the implications for the Council when planning for the next electoral cycle.

### **Community Speedwatch**

Community Speedwatch deployments continued during April and May, with the exception of the Easter and Early May Bank Holiday periods.

#### **9 April**

I chaired the Full Council meeting.

#### **25 April**

I had the honour of granting Freedom of the Parish to Mary Broughton on behalf of Worplesdon Parish Council. The ceremony was well attended, and I thank Cllr Burch and his wife who kindly assisted throughout the event.

#### **30 April**

I attended the General Purposes and Finance Committee meeting.

#### **10 May**

I attended the Guildford Civic Service with Councillor Mike Price.

#### **11 May**

I understand that Merrist Wood Golf Club intends to submit a planning application relating to the future redevelopment of the golf course later this year. Preliminary surveys and investigations are underway, and it is anticipated that engagement with local residents will take place before any application is submitted.

#### **13 May**

I attended the year-end internal audit conducted by Mark Mulberry, together with Councillors Mike Price and Nuala Crampin.

I am pleased to report that the audit was completed efficiently and that the accounts were signed off without qualification. The auditor's report has been circulated to members.

#### **14 May**

The Council's upgraded broadband service was installed, and the Council's external telephone line is now fully operational.

#### **15 May**

I visited Perry Hill Green to thank the Merrist Wood students for their planting work undertaken last year. The displays provided welcome colour during the winter and spring months and have attracted positive comments from residents. Discussions also took place regarding future planting arrangements around the utility box.

#### **18 May**

Draft minutes Annual Meeting 21 May 2026 v2

I attended the FLGCA Management Committee meeting.

Discussion included the forthcoming Family Fun Day and coordination with other local events taking place on the same date.

I also understand that the Double Flush project at St Mary's Church is scheduled to be formally opened on 31 May 2026.

**2026-180 - Items for inclusion on future agendas**

1. The future of Guildford's Shopmobility.
2. Wood Street Village Summer Show – Permission, in principle, for the Summer Show to be held on Wood Street Village Green over the next five years.

**2026-181 - Clerk's Retirement**

On 12 March 2026, the Clerk had given intention of her desire to retire due to her changed family circumstances.

**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.**

The Clerk to the Council and the Assistant Clerk left the meeting at 22:03.

**2026-182 - Pension Strain Costs - Exercise of Employer Discretion under Regulation 30(8) of the Local Government Pension Scheme Regulations 2013**

Following discussion, it was agreed that this item be deferred until further information is obtained.

**2026-183 - Date of the Full Council Meeting - Thursday 2 July 2026 - 19:30.**

Meeting closed 22:30

Signed:

Chairman of the Council  
2 July 2026