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## NOTICE OF MEETING

Friday 18 September 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 24 September 2026 at 19.30** for the purpose of transacting the following business.

Signed:

*Marie Wingate*

Miss M Wingate  
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. **Shadow Unitary Authority's report (5 mins).**
11. **Presentation from Surrey Community Action on Surrey Community Action Rural Housing Enabling Service (10 mins).**
12. **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 – 13 August 2026
- Staffing Committee Meeting – 3 September 2026
- Planning/General Purposes and Finance Committee – 3 September 2026

13. **Casual vacancy - Wood Street Ward** - To consider any applications received.
14. **Vacancy unfilled at the last election (2023) - Jacobs Well Ward** - To consider any applications received.
15. **Guildford Local Plan Scoping Consultation 2026** - To consider a response from Worplesdon Parish Council regarding Guildford Borough Council's new Local Plan, guiding development and land use across the borough up to 2045. The consultation runs from 2 September to 14 October 2026.
16. **Repair of the car park wall in Broadacres** - To approve the repair of the crumbling surrounding wall. A quote has been received for £2,766 (no VAT). A second quote is pending at the time of this agenda being produced. Earmarked funds of £375 received following the discontinuation of the Westborough, Broadacres and District Residents Association, to be used for the express benefit of Broadacres, can be utilised for this.
17. **Wood Street Village Community Car Park - Repair of the car park retaining wall** - To approve the repair of the retaining wall where existing timber logs are rotting. Quotes have been received. To review the options and confirm which quotation should be accepted. Cost of up to £14,033 +VAT.
18. **Replacement trees at Pitch Place Green** - To approve the replacement of the dead yew trees at Pitch Place Green, and provision of additional drainage. Cost £1,483 +VAT.
19. **North Moors Allotments** - To consider the proposal to be presented to Guildford Borough Council to include the necessary conditions for Worplesdon Parish Council to accept responsibility for the facility.
20. **Wood Street Village Association - Carols on the Green** - To receive and consider the submitted documents.
21. **Planning Applications for consideration:**

**Planning Application No: [26/P/01022](#) - Hockley Lands, Burdeshott Road, Worplesdon, Guildford, GU3 3RN** - Change of use of the land from agricultural to mixed agricultural and equestrian use, together with the erection of a covered arena with solar panels, an open (non-covered) arena, stables, and walking and lunge pens, following the removal of 6 existing buildings, with associated landscaping and arboricultural planting.

**Planning Application No: [26/P/01153](#) - Hockley Lands, Burdeshott Road, Worplesdon, Guildford, GU3 3RN** - Certificate of Lawfulness for existing development to establish whether planning permission 25/P/01706 was implemented on 4th June 2026 prior to its expire date on 20th June 2026.

**Planning Application No: [26/P/00819](#) - 4 Dynevor Place, Fairlands, Guildford, GU3 3JL** - Erection of a single storey front extension, two storey side extension, part single/two storey rear extension and garden office, following demolition of existing rear extension, garage and shed. Amended plans received 04.09.26.

**Planning Application No: [26/P/01148](#) - 38 Frog Grove Lane, Guildford, GU3 3EX** - Certificate of lawfulness for proposed development to establish whether the erection of a single storey side extension following removal of existing non-original side extensions and reduction of non-original rear extension would be lawful.

**Planning Application No: [26/P/01171](#) - 19 Douglas Close, Jacobs Well, Guildford, GU4 7PB** - Single storey side extension.

**Planning Application No: [26/P/01183](#) - 81 Wood Street Green, Wood Street Village, Guildford, GU3 3DY** - Certificate of Lawfulness for a proposed development to establish whether re-roofing and re-cladding an existing outbuilding with internal changes and the addition of a new window would be lawful.

**Planning Application No: [26/T/00230](#) - The Old Post Office, Perry Hill, Worplesdon, Guildford, GU3 3RF** - T2, T3 & T6 (Conifer), T4 (Prunus) and T5 (Holly) - Fell. (Worplesdon Conservation Area)

**Planning Application No: [26/T/00242](#) - Wildfell House, Church Lane, Worplesdon, Guildford, GU3 3RU** - T1 Sweet Gum, crown lift to 5 metres to clear driveway, T2 Cherry Fell dead cherry as low to the ground as possible & T3 Turkey Oak: Fell to ground level and stump grind. (Worplesdon Conservation Area).

**Planning Application No: [26/P/01193](#) - 76 Oak Hill, Wood Street Village, Guildford, GU3 3ES** - Erection of a part single-storey, part two-storey rear extension and new front porch with changes to fenestration following the demolition of existing garage and removal of chimney stack.

## **22. 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 August 2026** - To approve the bank reconciliation for August 2026.
- c) **Monthly budget report for August 2026** - To approve the monthly budget report for August 2026.
- e) **Insurance renewal 1 October 2026** - To receive the quotations and to approve the best value quotation – Minimum annual cost (at the time of preparing the agenda) for a three-year agreement = £2,949.69 (inc. Insurance Premium Tax).
- f) **Notice of Conclusion of Audit** - An unqualified audit had been received from PKF Littlejohn LLP, with comment made regarding an inconsistency in the assets requiring policy adjustment. The Notice of Conclusion of Audit and Section 1 to 3 of the Annual Governance and Accountability Return were posted on the noticeboards and website on 16 September 2026 in accordance with the Accounts and Audit Regulations. To approve the audit report.
- g) **Interim internal audit** - The interim internal audit is scheduled to be undertaken on Thursday 24 September at 13:00. The Chairman to be present, if possible.

## **23. Clerk's Report**

- a) **Gaynor White and Marie Wingate attended the Yee Haw at the Sime Gallery at the invitation of Jan Messenger** - Recognition was given to Gaynor White relevant to her service to the Parish Council and imminent retirement.
- b) **Grand tour completed for Janet Ashton following her appointment as Councillor.**
- c) **Further water supplement of 60,000 litres to Wood Street Village Pond** - Required to prevent mass fish mortality event, £1,590 +VAT.
- d) **A meeting took place with Surrey Wildlife Trust at Pinks Hill Pond to discuss the planned works.**
- e) **All officers have completed First Aid at Work Training.**
- f) **Annual appraisals completed.**
- g) **Probationary report completed for Marie Wingate (12 weeks).**
- h) **Grant funding received from Councillor K Witham of £250 towards chainsaw training for local resident Russ Cosh** - To improve community resilience.
- i) **Aquatic Safety Training arranged for the Assistant Clerk, the Senior Groundsman, and the Volunteer Fishing Bailiff, along with a representative for Surrey Wildlife Trust** - This training is for anyone working in or near water. It teaches you to identify the risk and complete appropriate risk assessments, find ways to work safely, and how to safely rescue others if they get into difficulty in water.
- j) **Playground Inspection Training and Assessment completed by Marie Wingate.**

## **24. Chairman's Report**

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

**26. Date of the next Full Council Meeting** - Thursday 5 November 2026 - 19:30.