



**Minutes of the Full Council Meeting held in the
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX
at 19:36 on Thursday 13 August 2026**

2026-263 - Present

Councillors:

Cllr B Ahier, Cllr J Ashton (co-opted during the meeting), Cllr G Burch, Cllr S Busby, Cllr N Crampin, Cllr S Ellahi, Cllr N Mitchell (Chairman), Cllr B McShee, Cllr B Nagle, Cllr M Price, Cllr C Riley, Cllr J Snowball, Cllr R Watson and Cllr T Wright.

Officers of the Council:

Mrs G White - Clerk to the Council (retiring)

Miss M Wingate - Clerk to the Council (in training)

Members of the public:

Guildford Borough Councillor H Brooker was present for part of the meeting.

Janet Ashton was present as a member of the public for part of the meeting (co-opted during the meeting).

2026-264 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40

Apologies were received from Guildford Borough Council & West Surrey Unitary Councillor B Akhtar, Surrey County Councillor K Witham, Guildford Borough Councillor P Brooker.

2026-265 - Public participation session

No matters were raised by members of the general public.

2026-266 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

Cllr J Snowball declared that he knows the land agent relevant to Hesters Yard (planning application under item 11 of the agenda).

Cllr C Riley declared that he and his wife have an allotment within the North Moors Allotments (relevant to item 15 of the agenda).

2026-267 - 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.

2026-268 - To receive and consider written requests for new DPI dispensations

No requests were received.

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2026-269 - Amendments to the Register of Interests

No declarations were made.

2026-270 - Declaration of gifts or hospitality over £50

No declarations were made.

2026-271 - Borough Councillor's report

Councillor H Brooker gave the following verbal report:

- a) **Community Governance Review** - Guildford have approved £5,000 cost for completing a Community Governance Review for the change of ward name from Rydeshill to Broad Street, as requested by Worplesdon Parish Council.
- b) **Acknowledgement of Gaynor White** - To recognise the support Gaynor has provided to the Borough Councillors over the years. She will be missed, and we wish her the best.

A short Q&A session took place. The following items were raised:

- The concern over classification of commons as grey belt. Councillor H Brooker asked that Cllr N Crampin send an email to her/Councillor P Brooker and a response would be provided specific to common land and how this categorisation change may impact them.

2026-272 - County Councillor's report

No report was received.

2026-273 - Unitary Councillor's report

No report was received.

[At 19:40 Councillor H Brooker left the meeting.](#)

2026-274 - Minutes of the previous meetings:

It was proposed by Cllr B Nagle, seconded by Cllr N Crampin, and unanimously **RESOLVED** that the minutes of the Full Council Meeting held 2 July 2026 be approved and signed by the Chairman as a true record.

It was proposed by Cllr M Price, seconded by Cllr B Ahier, and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee Meeting held 23 July 2026 be approved and signed by the Chairman as a true record.

2026-275 - Planning Applications for consideration:

Planning Application No: [26/P/01012](#) - Glebe House, Church Lane, Worplesdon, Guildford, GU3 3RU - Erection of a detached garden building.

It was **RESOLVED** that the Parish Council respond as follows.

Worplesdon Parish Council strongly recommends that, should planning permission be granted, a planning condition is imposed requiring that the extant garage approved under the lawful fallback position and the replacement building shall not both be constructed or retained. This condition is necessary to ensure that only one building is implemented, thereby preventing cumulative development that would otherwise result in a greater impact on the openness of the Green Belt and the character of the site than has been assessed.

Subject to the inclusion of this condition, Worplesdon Parish Council raises no objection to the application.

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Planning Application No: [26/P/01025](#) - Queen Anne Farm, Jacobs Well Road, Jacobs Well, Guildford, GU4 7PA - Proposed two storey side and rear extensions with balcony, erection of a part two storey, part single storey rear extension together with new porch following demolition of existing porch, boot room, conservatories and store.

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

Planning Application No: [26/P/00942](#) - 15 Louis Fields, Fairlands, Guildford, GU3 3JG - Erection of single storey side and rear extensions together with dormer to roof following demolition of existing detached garage and conservatory.

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

Planning Application No: [25/P/01670](#) - Pentire, The Avenue, Worplesdon, Guildford, GU3 3RA [appeal] - Erection of a rear and front extension, together with the replacement of the existing pitched roof, erection of further accommodation at first floor level under a flat roof with solar panels, provision of roof terrace and erection of a triple attached garage and store.

It was **RESOLVED**: that the Parish Council would stand by their original comments on this application, and had no further comments to add.

Planning Application No: [26/P/00970](#) - Pentire, The Avenue, Worplesdon, Guildford, GU3 3RA - Erection of a rear and front extension, together with the replacement of the existing pitched roof, erection of further accommodation at first-floor level under a flat roof with south-facing solar panels and provision of a roof terrace, and alterations to fenestration.

It was **RESOLVED**: that the Parish Council would stand by their original comments on 25/P/01670 for this property, particularly regarding overlooking.

Concerns were raised regarding the potential for overlooking and loss of privacy, arising from the elevated and wrap-around nature of the glazed walkway. This element of the proposal could result in an adverse impact on the residential amenity of three neighbouring dwellings contrary to policy H4 and paragraph 130 of the NPPF.

Planning Application No: [26/W/00045](#) - Land north of, Clay Lane, Jacobs Well, Guildford, GU4 7PF - Prior notification under Schedule 2, Part 6 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for a new agricultural hay and machinery building.

Planning Application No: [26/W/00046](#) - Land north of, Clay Lane, Jacobs Well, Guildford, GU4 7PF - Prior notification under Schedule 2, Part 6 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for excavations of approximately 0.31ha, reasonably necessary for the purposes of agriculture.

Planning Application No: [26/W/00047](#) - Land north of, Clay Lane, Jacobs Well, Guildford, GU4 7PF - Prior notification under Schedule 2, Part 6 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for the formation of a new agricultural private way.

It was **RESOLVED** that Worplesdon Parish Council comment as follows relevant to these three applications.

Worplesdon Parish Council has considered the above prior notification applications and wishes to raise the following concerns and request that Guildford Borough Council is satisfied that the proposals fully comply with the requirements of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended), together with the relevant provisions of the Guildford Local Plan and the National Planning Policy Framework (NPPF).

1. Surface Water Drainage and Flood Risk

Worplesdon Parish Council is aware of a history of localised flooding immediately to the south of the site, which has previously been attributed to blocked drainage infrastructure within the application site. Worplesdon Parish Council therefore considers that drainage is a significant material consideration.

The Parish Council requests the Local Planning Authority is satisfied that:

- the proposed works will not increase surface water run-off or flood risk on adjoining land;

- appropriate Sustainable Drainage Systems (SuDS) have been incorporated where required;
- adequate provision is made for the long-term maintenance of any drainage infrastructure; and
- Surrey County Council, as Lead Local Flood Authority, is satisfied that the proposals will not exacerbate existing drainage problems.

This is particularly important given that substantial groundworks machinery (including a digger, dumper and tipper) is already operating on the site.

The Parish Council considers that these matters should be assessed against:

- Guildford Local Plan Strategy and Sites Policy P4 – Flooding, Flood Risk and Groundwater Protection Zones;
- Guildford Local Plan Development Management Policy P11 – Sustainable Surface Water Management; and
- NPPF paragraphs relating to flood risk and sustainable drainage, including those requiring development not to increase flood risk elsewhere and to incorporate SuDS where appropriate.

2. Rainwater Harvesting

The Parish Council queries whether opportunities for rainwater harvesting have been considered as part of the proposed development. Such measures can reduce surface water run-off whilst contributing towards sustainable water management and should be explored wherever practicable.

3. Permitted Development Status

The applications have been submitted under permitted development provisions for agricultural development.

Worplesdon Parish Council requests clarification as to whether the proposals can legitimately benefit from permitted development rights if there are no existing agricultural buildings on the holding. Worplesdon Parish Council asks that the Local Planning Authority is satisfied that all qualifying criteria within Schedule 2, Part 6 of the GPDO have been met before determining the applications.

4. Highways and Access

Worplesdon Parish Council seeks clarification regarding the lawful means of access to the site.

Current access appears to be taken from Woking Road across registered common land. Worplesdon Parish Council therefore requests confirmation that:

- the applicant benefits from a lawful right of access;
- all necessary legal rights exist for the proposed use of this access; and
- the Highway Authority is satisfied that the proposed movements associated with the development can be accommodated safely.

The proposed access in the plans appears to utilise the existing entrance to Hurst Farm. Worplesdon Parish Council therefore also seeks clarification as to whether approval has been obtained to utilise the Hurst Farm access at the entrance to Clay Lane in connection with these proposals. If this access is intended to serve the development during construction or operation, the Council requests confirmation that:

- the necessary legal rights and permissions have been secured;
- any required planning approvals or consents are in place;
- the use of this access has been agreed with the relevant landowner(s); and
- the Highway Authority is satisfied that its use is appropriate and will not give rise to highway safety or amenity concerns. Existing planning documents for Hurst Farm have emphasised access arrangements via Clay Lane, making it important that any reliance on that access for these applications is fully justified and authorised.

5. Inaccuracies within the Submitted Plans

Worplesdon Parish Council notes what appears to be a significant discrepancy within the submitted drawings.

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The application states a ridge height of 6.1 metres. However, measurements taken from the submitted drawings indicate that the ridge height is approximately 8.7 metres rather than 6.1 metres, and the eaves height is 6.0 metres.

Worplesdon Parish Council requests that the application documents are corrected before the applications are determined so that consultees and the decision-maker are considering accurate information.

6. Landscape and Visual Impact

Worplesdon Parish Council notes that no Landscape and Visual Assessment has accompanied the applications.

Given the scale of the proposed agricultural buildings and engineering works, together with their potential visibility within the surrounding landscape, the Parish Council considers that the Local Planning Authority should be satisfied that sufficient information has been submitted to properly assess the visual effects of the proposals.

This is relevant to:

- Guildford Local Plan Policy D1 – Place Shaping;
- Guildford Local Plan Policy D4 – Character and Design of New Development; and
- NPPF Section 12 – Achieving well-designed places, which seeks development that responds positively to local character and landscape.

Conclusion

In view of the above, Worplesdon Parish Council requests that Guildford Borough Council carefully considers the issues raised before determining these prior notification applications. In particular, the Parish Council seeks clarification regarding drainage, flooding, the legitimacy of the claimed permitted development rights, the lawful access arrangements, the accuracy of the submitted plans and the absence of a landscape and visual assessment.

Worplesdon Parish Council would welcome confirmation that these matters have been fully addressed and, where appropriate, independently verified before any decision is made.

Planning Application No: [26/P/00911](#) - 36 Envis Way, Fairlands, Guildford, GU3 3NH - Application under Section 73 of the Town and Country Planning Act 1990 to vary conditions 2 (Drawing numbers) and 4 (Privacy Screening) to reflect amendments to the designs and discharge previous screening conditions of planning permission 23/P/01714 for the erection of a two-storey front, side and rear extensions together with new porch and raised rear patio.

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

Planning Application No: [25/P/00976](#) - The Cottage, Blanket Mill Farm, Goose Rye Road, Worplesdon, Guildford, GU3 3RQ - First floor extension and single storey rear extension together with associated alterations.

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

Planning Application No: [25/P/00903](#) - Hester's Yard, 116 Oak Hill, Wood Street Village, Guildford, GU3 3ES - The erection of 50 residential dwellings (including 25 affordable dwellings) and parish building, including vehicular and pedestrian access, landscaping, car parking and public open space on land at Hester's Yard, Wood Street Village.

It was **RESOLVED**: that Worplesdon Parish Council would make no comment regarding these modifications.

Planning Application No: [26/P/00686](#) - 17 Keens Lane, Guildford, GU3 3JS - Erection of a part single, part two storey rear extension.

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

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.

It is **RESOLVED**: that Worplesdon Parish Council comment as follows:

Worplesdon Parish Council is not objecting in principle to the proposal but considers that further clarification is required on a number of matters before the application can be fully assessed against the Guildford Borough Local Plan: Strategy and Sites (2019–2034) and the National Planning Policy Framework (NPPF).

Worplesdon Parish Council requests that Guildford Borough Council considers the following:

1. Existing and Proposed Built Form

The submitted drawings do not include sufficient height information to enable a comparison between the existing and proposed built form.

The Parish Council requests that elevations clearly identify the existing and proposed ridge and eaves heights to allow a proper assessment of the scale, massing and visual impact of the development.

2. Landscape and Visual Impact

No Landscape and Visual Impact Assessment (LVIA) has been submitted.

Given the scale of the proposed development and its rural setting, the Parish Council considers that the Local Planning Authority should be satisfied that the proposal would not result in an unacceptable visual impact on the surrounding landscape or erode the character of the countryside.

3. Surface Water Drainage and Water Management

Clarification is requested regarding the proposed surface water drainage strategy, including how additional hardstanding and roof water will be managed to ensure there is no increase in flood risk on or off the site.

Worplesdon Parish Council also requests confirmation as to whether grey water recovery and/or rainwater harvesting measures have been incorporated into the proposal to support sustainable water management.

4. Nature of the Proposed Use

The scale and scope of the proposal raises questions as to whether the intended use remains ancillary to the existing lawful use or whether it could facilitate a commercial or business operation.

The Parish Council requests clarification as to whether the proposal requires, or is accompanied by, the appropriate planning permission for any material change of use.

5. Parking Provision and Highway Safety

Should the proposal facilitate commercial equestrian or other business activities, the Parish Council requests confirmation that sufficient on-site parking and turning space is available for staff, visitors, deliveries and service vehicles.

Particular consideration should be given to the manoeuvring of horse boxes and other large vehicles to ensure they can safely enter and leave the site in a forward gear.

6. Traffic Generation

If the proposal gives rise to commercial activity, the Parish Council is concerned that vehicle movements could increase significantly beyond those associated with a private residential use.

The Local Planning Authority should therefore satisfy itself that the local highway network can safely accommodate any increase in traffic, particularly given the constrained width of the surrounding rural lanes.

7. Site Access

The Parish Council requests that Surrey County Council, as Highway Authority, carefully assesses the suitability of the existing access arrangements, particularly if the access is positioned on or close to a bend where visibility may be restricted.

The safety of all highway users, including pedestrians, cyclists, horse riders and vehicles towing horse boxes or trailers, should be fully considered.

8. Neighbouring Amenity

Clarification is requested regarding the intended level of activity at the site, including whether events, competitions, training sessions or other organised gatherings are anticipated.

Should such activities be proposed, the Local Planning Authority should carefully consider the potential impacts arising from increased traffic, parking demand, noise and general disturbance on neighbouring residents and the rural character of the locality.

In determining this application, the Parish Council requests that Guildford Borough Council is satisfied that the proposal accords with the requirements of the Guildford Borough Local Plan: Strategy and Sites (2019–2034), in particular:

- Policy D1 – Place Shaping
- Policy D4 – Character and Design of New Development
- Policy D8 – Sustainable Drainage Systems (SuDS)
- Policy ID3 – Sustainable Transport for New Developments
- Policy P5 – Countryside Beyond the Green Belt (where applicable)
- Policy EE7 – Flood Risk and Surface Water Management

The Parish Council also requests that the application is considered against the relevant provisions of the National Planning Policy Framework (NPPF), including:

- Section 8 – Promoting healthy and safe communities
- Section 9 – Promoting sustainable transport
- Section 12 – Achieving well-designed places
- Section 14 – Meeting the challenge of climate change, flooding and coastal change
- Section 15 – Conserving and enhancing the natural environment

The Parish Council respectfully requests that the above matters are fully considered by the Local Planning Authority when determining the application.

2026-276 - Casual vacancy – Perry Hill Ward

Mrs Ashton gave a three-minute presentation to the Members outlining his reasons for wishing to join the Parish Council. This was followed by a short question-and-answer session.

[At 20:40 the Clerk \(retiring\) and Clerk \(in training\) accompanied Mrs Ashton upstairs, whilst Members considered Mrs Ashton's application. At 20:49 the Clerk \(retiring\), Clerk \(in training\) and Mrs Ashton returned to the Council Chamber.](#)

Members then cast their votes. The Chairman counted the votes and announced that Mrs Ashton had been duly co-opted onto the Parish Council and welcomed her onto the Parish Council.

Mrs Ashton was provided with her Welcome Pack, signed her Declarations of Acceptance of Office, and completed her consent form to receive summonses by email. Mrs Ashton then took her seat at the Council table.

[At 20:49 Cllr B McShee left the meeting.](#)

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2026-277 - Casual vacancy – Wood Street Ward

There were no applications.

2026-278 - Vacancy unfilled at the last election (2023) – Jacobs Well Ward

There were no applications.

2026-279 - North Moors Allotments

A brief update had been provided to the councillors. Due to a number of outstanding questions, this item was deferred by the Chairman.

Appendix 1: Update report on North Moors Allotments

This item is to be reconsidered at the next Full Council meeting.

2026-280 - Guildford Borough Council Green Belt Assessment (for information only)

This item was for information only.

The outline timetable for the Local Plan was discussed.

Concern was raised over the commons and their protections given their categorisation within this assessment as grey belt.

2026-281 - Restoration of Wood Street Village sign and maypole seat

The proposed restoration activities were outlined and the quote of £1,413.20 received from Terrence Clark for the repairs to these items. The councillors were asked if they would support Worplesdon Parish Council approaching the Wood Street Village Association for a contribution towards costs for these repairs.

It was proposed by Cllr N Mitchell, seconded by Cllr B Nagle, and unanimously **RESOLVED** that the officers reach out to Alex Waugh to consider a contribution.

2026-282 - Proposed police merger plans

The Councillors were asked to consider whether they would want Worplesdon Parish Council to provide a survey response. The survey was reviewed and key points of comment were considered:

- Concern for loss of local knowledge in our communities
- Concern for the forces concentrating their efforts in towns and cities and not villages
- It would need strategic structuring
- Concerns on the impact on rural crime

At 21:10 Cllr R Watson left the meeting.

It was proposed by Cllr N Mitchell, seconded by Cllr B Ahier, and unanimously **RESOLVED** that the officers would complete a survey response on behalf of the Parish.

2026-283 - In recognition of the late Terry Cater and his 21 years' serving Worplesdon Parish Council

a) Formal recognition of Terry Cater

Jan Messinger, ex-Parish Councillor, had asked for a permanent memorial to Terry Cater to acknowledge his significant voluntary contributions to the Parish. Three suggestions were made and considered:

- (i) A road named after him, e.g. Cater Crescent, in the new development off Tangle Lane
- (ii) A plaque on a bench at Fairlands
- (iii) A plaque on the sports pavilion in Perry Hill (pending permissions from Worplesdon and Burpham Cricket Club)

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It was proposed by Cllr B Nagle, seconded by Cllr G Burch, and unanimously **RESOLVED** that both the road name and the plaque on the sports pavilion would be supported.

b) Donations in memory of Terry Cater

It was proposed by Cllr G Burch, seconded by Cllr T Wright, and unanimously **RESOLVED** that Worplesdon Parish Council would donate £50 to each of the three stated charities. Those are British Heart Foundation, Prostate Cancer UK, and GUTS Fighting Bowel Cancer.

2026-284 - Renewal of Lease, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX

The Councillors were asked to approve the recommendation from the General Purposes and Finance Committee to pursue a surrender of the current Parish office lease, given the delayed decision relating to planning for Hester's Yard. To best align with the expected timelines, the renewal would apply from 16 December 2026 and be for five years, with a break clause at four years, which will hopefully align should the new premises become available, subject to planning consent.

It was proposed by Cllr N Mitchell, seconded by Cllr M Price, and unanimously **RESOLVED** that the lease renewal be pursued as detailed.

2026-285 - Wood Street Village e-bike scheme expansion

The Councillors reviewed a request from a local resident for the expansion of the Guildford e-bike scheme into Wood Street Village.

Councillors questioned whether this request represents a proportionate number of the community, or a small minority/single resident. The view was that a bigger consultation would need to take place to verify community engagement for this scheme.

Concern was raised about the potential for abandoned bikes.

It was suggested that this request be addressed with Wood Street Village Association, however Cllr T Wright stated that Wood Street Village Association were not representative of the whole Wood Street Village community, and that those who were part of the Association were unlikely to be those that would utilise this service, and therefore wouldn't be supportive of this scheme expansion.

It was suggested that this be fed back to the resident and suggest that they approach Guildford Borough Council directly for community consultation.

2026-286 - 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 C Riley, seconded by Cllr S Busby, and unanimously **RESOLVED** that payments to the value of £10,735.16 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

Table 1 – Payment list 13 August 2026

Code	Date	Description	Supplier	Net	VAT	Total
Establishment Charges	18/07/2026	Office supplies	Sainsburys	£5.00	£0.00	£5.00
IT budget	23/07/2026	Xerox Printer Drum Unit	Scriptum Supplies	£69.59	£13.92	£83.51
Establishment Charges	25/07/2026	Cleaning materials for office	Sainsburys	£7.00	£0.00	£7.00
Establishment Charges	27/07/2026	PPE - Assistant Groundsman	Cluskeys CCP Ltd	£29.99	£6.00	£35.99
Establishment Charges	27/07/2026	PPE for Groundsman	Cluskeys CCP Ltd	£30.99	£6.20	£37.19
Tree Surgery	30/07/2026	Nutrient Stem Injections of 4 Chestnut Trees	TGB Tree Consulting	£360.00	£0.00	£360.00

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Code	Date	Description	Supplier	Net	VAT	Total
Tree Inspections	30/07/2026	Walk-over Tree Survey of 7 sites	TGB Tree Consulting	£1,500.00	£0.00	£1,500.00
Training	30/07/2026	Councillor iPad & 365 Training	Cloudy IT	£325.00	£65.00	£390.00
Land Management	30/07/2026	Hire of storage container MW - July 2026	Activate Learning	£87.00	£0.00	£87.00
Bank Interest/Charges	31/07/2026	Bank charges	Unity Trust Bank	£7.00	£0.00	£7.00
Bank Interest/Charges	28/07/2026	Bank charges	Metrobank	£3.00	£0.00	£3.00
IT budget	23/07/2026	Non-Return of Equipment	BT PLC	£190.00	£38.00	£228.00
Land Management	03/08/2026	Primer Button & Fuel Hoses	Hire Services (Southern) Ltd	£10.50	£2.10	£12.60
Land Management	03/08/2026	Club Hammer	T.L.C. (Southern) Ltd	£10.50	£2.10	£12.60
Revenue Costs Works Vehicle	03/08/2026	Fuel for works van	MFG Woodbridge Hill	£46.74	£9.35	£56.09
Office Cleaning	03/08/2026	Cleaning Services - Parish Office	Charlotte Bridge	£270.00	£0.00	£270.00
IT budget	03/08/2026	FTTP,Backup,eHub,Admin,Support, CyberPro,M'Soft365,Teams-01.08.26-31.08.26	Cloudy IT	£418.12	£83.62	£501.74
Parish Office	03/08/2026	Business rates - Parish Office	Guildford Borough Council	£1,027.65	£0.00	£1,027.65
Community Car Park	03/08/2026	Business rates - Community Car Park	Guildford Borough Council	£89.35	£0.00	£89.35
Revenue Costs Works Vehicle	03/08/2026	Service plan - 31st instalment of 45	PlanMyService LLP	£27.08	£5.42	£32.50
Revenue Costs Works Vehicle	03/08/2026	MOT Service plan - 31st instalment of 45	PlanMyService LLP	£3.78	£0.00	£3.78
Grass Cutting	03/08/2026	Grass cutting - Month 4 2026	GCB Gardens	£2,481.81	£496.36	£2,978.17
Training	04/08/2026	Training	Land Skills Training and Assessments Ltd	£506.40	£101.28	£607.68
Training	04/08/2026	Training	Land Skills Training and Assessments Ltd	£21.50	£0.00	£21.50
Ward Improvements	04/08/2026	Water Tankers for WSV Pond	The Drinking Water Club	£1,590.00	£318.00	£1,908.00
Land Management	07/08/2026	Remove stump & tree at Pitch Place and clear green fly tip on WSV Green	Stephen Gunner	£300.00	£0.00	£300.00
Revenue Costs Works Vehicle	11/08/2026	Fuel for works van	Waitrose Shell	£37.51	£7.50	£45.01
Christmas trees/lights WS, Perry Hill	11/08/2026	Electrical supply Perry Hill Green - 01.07.26 - 29.07.26	Octopus Energy Limited	£1.65	£0.08	£1.73
Christmas trees/lights WS, Perry Hill	11/08/2026	Electrical supply Pitch Place Green - 24.06.26 - 31.07.26	Octopus Energy Limited	£24.39	£1.22	£25.61
Christmas trees/lights WS, Perry Hill	11/08/2026	Electrical supply Pitch Place Green - 24.06.26 - 31.07.26	Octopus Energy Limited	-£1.11	-£0.22	-£1.33
IT budget	12/08/2026	Mobile phone - contract with EE	EE	£90.00	£0.00	£90.00
Land Management	11/08/2026	Fuel for tools	Waitrose Shell	£7.32	£1.47	£8.79
Total				£9,577.76	£1,157.40	£10,735.16

b) Bank reconciliation June and July 2026

The Finance Officer (FO) had prepared the bank reconciliations for June and July 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 N Crampin, and unanimously **RESOLVED** that the bank reconciliations be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendix 2: Bank Reconciliation June 2026

Appendix 3: Bank Reconciliation July 2026

c) Monthly budget reports for June and July 2026

The FO had prepared the budget reports for June and July 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 S Busby, 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 4: Monthly Budget Report (Summary) June 2026

Appendix 5: Monthly Budget Report (Summary) July 2026

d) Virements

It was proposed by Cllr T Wright, seconded by Cllr S Busby and unanimously **RESOLVED** that the following virements be approved:

- £15,500 From IT Amalgamation (Code 125) to Current IT (Code 47)
- £ 5,500 From IT Amalgamation (Code 125) to Future Projects (Code 116)

e) Pond de-silting/flood alleviation measures at Wood Street Village Pond

There is a Community Resilience Grant opportunity from Surrey County Council offering grants of up to £15,000, which includes flood mitigation activities. It is confirmed that the de-silting of Wood Street Village Pond would qualify for this grant.

It was proposed by Cllr B Nagle, seconded by Cllr B Ahier, and unanimously **RESOLVED** that the grant application be pursued.

f) Grant opportunity from Suez for updating play equipment at Jacobs Well

There is a grant available from Suez which could provide up to £50,000 for the replacement of the multi-use equipment at Jacobs Well, which is confirmed to be in need of repair/replacement; and replacement of the rubber mulch with wet-pour. This grant would require that Worplesdon Parish Council provide an 11.5% contribution.

The next two application windows are 2 September (decision by 30 November 2026) and 18 November 2026 (decision by February 2027). As public consultation would be required it is proposed that the Parish Council would aim to enter for the second application window.

It was proposed by Cllr J Snowball, seconded by Cllr M Price, and unanimously **RESOLVED** that the grant application be pursued.

g) Tree surgery 2026 following the annual inspections

Three quotations had been received to complete the works outlined in the annual inspection report, which had been circulated to all Members via email in advance of the meeting.

All three local companies hold £10m of public liability insurance.

Following discussion, it was agreed that on this occasion the cheapest quotation offered the best value. It was therefore proposed by Cllr B Nagle, seconded by Cllr S Busby, and unanimously **RESOLVED** that the quote from Meadows Landscaping & Tree Services be accepted with a cost of up to £3,000 +VAT approved, to allow for emergency tree works required at the Wood Street Village Cricket Club.

Power to spend: OSA 1906, ss 9 and 10

2026-287 - Clerk's Report

- a) **Meeting and tour of Broadacres, Barnwood, and Park Barn undertaken with West Surrey Unitary Councillor James Steel 23 July 2026.** For information.
- b) **Meeting with Zöe Franklin MP 29 July 2026.** For information.
- c) **EA herbicide licence issued for White House Pond, Jacobs Well.** Licence valid 25 August 2026 until 25 August 2027.
- d) **Clearance of grille 17/12A on Stringers Common.** Works undertaken by Worplesdon Parish Council Ground staff as flood mitigation measures.
- e) **Land management works being undertaken by Steve Gunner:**
 - Stump and tree removal at Pitch Place Green
 - Replacement of bench at Fairlands Play Area
 - Securing of Village Sign at Perry Hill Green
 - Erection of fishing tackle disposal post at Wood Street Village Pond
 - Gravel spreading on access track alongside Perry Hill Green
- f) **Repair works instruction given for play area drainage at Jacobs Well recreation ground.** For Health and Safety reasons at £1,215.00 +VAT.
- g) **Water supplement to Wood Street Village Pond.** Supply of 60,000 litres to prevent mass fish mortality event £1,590 +VAT.
- h) **Planning enforcement initiated (EN/26/00249):** Alleged breach of condition 16 (Soft Landscaping) of planning permission granted under planning reference 18/P/01014 specifically in relation to the replanted trees at Christmas Crescent.
- i) **Planning enforcement initiated (EN/26/00096):** Without planning permission, the material change of use of the Land for residential purposes, through the siting of caravans and associated unauthorised operational development, comprising the erection of fencing and gates and the laying of material to create a hard surface at Land North of Clay Lane.
- j) **Receipt of Early Day Motion submitted by Zöe Franklin MP.** Offering congratulations to Mrs Gaynor White upon her retirement from the Council after 27 years of distinguished service to the people of Worplesdon.

Official Early day motion (EDM) submitted on 27th July 2026

That this House congratulates Mrs Gaynor White on her retirement as Clerk to Worplesdon Parish Council after many years of distinguished service to the people of Worplesdon.

Notes that she has served the parish for more than a quarter of a century, becoming one of the longest-serving clerks in the council's history and, at the time of the council's recognition of her 25 years' service in 2024, the third longest-serving clerk since the establishment of the Parish Council in 1894;

Further notes that during her tenure she served under three chairmen and worked with around 60 councillors, providing continuity, professionalism and dedicated public service to local residents.

Recognises her commitment to excellence in local government, including achieving the Certificate in Local Council Administration in 2007 and later attaining a Certificate of Higher Education in Community Governance with Merit in 2020.

Acknowledges the respect and esteem in which she is held across the community and by successive parish councillors.

Thanks her for her contribution to strengthening local democracy and supporting community life in Worplesdon.

And wishes her a long and fulfilling retirement.

Minutes approved by the Full Council 24 September 2026

2026-288 - Chairman's Report

This report covers the period from the last Full Council meeting on 2 July to 12 August 2026.

I took a week's leave commencing 6 July but remained connected with email correspondence during this period.

Community Speed Watch

Speedwatch deployments have continued throughout the summer with varying levels of activity. I am pleased to report that the number of offences recorded has reduced significantly this year.

2 July

I chaired the Full Council meeting and would like to thank councillors for their comments and contributions during the meeting.

13 July

I attended the working party considering the content of the Strategic Business Plan for the next five years. The purpose of the meeting was to help inform the budget calculations which will be presented to, and considered by, Full Council from October onwards.

16 July

The officers, Gaynor White, Marie Wingate and Helen Lawrence, together with Vice-Chairman Cllr Mike Price, were introduced to one of our landlords, Moira Smith.

The purpose of the meeting was to provide an update on the proposed development of Hester's Yard and the potential impact this may have on the Council's future office requirements.

Ms Smith confirmed that she was agreeable to renegotiating the lease for our current office on the same terms as those currently agreed.

17 July

In the morning, I attended a site meeting at North Moors Allotments. The Assistant Clerk, Victoria Fear, subsequently produced a comprehensive set of notes from the meeting, which have been circulated to councillors.

In the afternoon, I attended the Licensing Committee meeting at Guildford Borough Council concerning the Galloping Bean's proposal to establish a coffee stop on the western side of Wood Street Green. Cllr Nuala Crampin was also in attendance.

The meeting was delayed as one of the councillors sitting on the Committee declared a conflict of interest in relation to the applicant.

Councillors will have received my email on the matter dated 18 July and, therefore, I have not repeated the details within this report.

19 July

I assisted the Clerk, Gaynor White, with setting up the Worplesdon Parish Council stand at the Fairlands Family Day. Cllrs Nuala Crampin, Brigitte Ahier and Geoff Burch, and Marie Wingate were also in attendance during the event.

We were able to speak with a number of residents about the history of the parish and local points of interest. A number of questionnaires were also distributed during the afternoon for residents to complete.

Overall, the afternoon was a successful event for both the Parish Council and the FLGCA.

20 July

In the evening, I attended the FLGCA Management Meeting. A number of matters of interest were raised, which are summarised below:

- Fairlands are happy to include the Parish Council's survey within their newsletter.
- A permanent injunction has been served in relation to the Clay Lane Traveller incursion and GBC awaits the legal process.
- WSUA meetings are being held at GBC offices.
- No decision has yet been made as to when Guildford Town Council will be established by WSUA.
- SCC Cllr Keith Witham has access to grants of up to £250 for local groups. The Scout Group in Jacobs Well may potentially benefit from this funding.
- Cllr Keith Witham has provided support for the Parish Council's grant application to SCC for the Pinks Hill Pond project.
- Speed cameras cost approximately £50,000 to install and are self-funding thereafter. Cameras to monitor prohibited right turns cost considerably more and have a monthly operational cost of approximately £8,000.
- Fairlands School has received a £40,000 grant from Your Fund Surrey towards the MUGA and is still seeking more than £100,000 to meet the overall funding requirement.
- A pop-up stall is being held at St Mary's Church on Sunday afternoons, providing teas and coffees for dog walkers and others using the footpath through the churchyard to and from Whitmoor Common.
- The Church made a profit of £1,000 at the Wood Street Village Show over the weekend.

23 July

I attended the General Purposes and Finance Committee meeting, at which the Vice-Chairman was elected Chairman of the Committee for the remainder of the Municipal Year.

28 July

The Clerk, Gaynor White, and I attended the Guildford Borough Council Full Council meeting, which included an item concerning the Community Governance Review relating to the proposed change of name from Rydeshill to Broad Street for the new ward within the parish.

The motion to undertake the Community Governance Review was subsequently approved by the Guildford Borough Council members present.

30 July

I attended the in-person training session on the use of the Council's iPads.

3 August

In recognition of his service to the Parish Council, I attended the funeral of Terry Cater.

Terry was a former Vice-Chairman of the Council and contributed in numerous ways to the benefit of the parish over many years.

As a tribute to Terry, I wore the former Chairman's Badge of Office for the final time.

Also in attendance were Cllrs Bob McShee and Geoff Burch, together with Gaynor White (Clerk, retiring) and Marie Wingate (Clerk, in training).

2026-289 - Items for inclusion on future agendas

None were proposed.

Minutes approved by the Full Council 24 September 2026

2026-290 - Date of next Full Council Meeting - Thursday 24 September 2026 - 19:30.

Meeting closed 22:01

Signed:

Chairman of the Council
24 September 2026