Minutes approved by the Full Council 5 November 2026

Minutes of the Full Council Meeting held in the
Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX
at 19:30 on Thursday 24 September 2026

2026-318 - Present
Councillors:

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

Officers of the Council:

Miss M Wingate - Clerk to the Council

Mrs V Fear - Assistant Clerk

Members of the public:

Guildford Borough Council & West Surrey Unitary Councillor B Akhtar, Guildford Borough Councillor H Brooker, and Guildford Borough Councillor P Brooker were present for part of the meeting.

Melissa Lawson was present as a member of the public for the meeting.

2026-319 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40

Cllr G Burch, Cllr B Nagle and Cllr C Riley had tendered their apologies and reason for absence. These were accepted by the Councillors.

Apologies were received from Surrey County Councillor K Witham and West Surrey Unitary Councillor J Lord.

2026-320 - Public participation session

Melissa Lawson gave a brief introduction, expressing her attendance to observe the council session with potential interest in consideration for the councillor vacancy for Jacobs Well Ward.

2026-321 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

Cllr N Crampin, Cllr B McShee, and Cllr T Wright declared that they are members of Wood Street Village Association (item 20 on the agenda).

2026-322 - 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.

2026-323 - To receive and consider written requests for new DPI dispensations

No requests were received.

2026-324 - Amendments to the Register of Interests

No declarations were made.

2026-325 - Declaration of gifts or hospitality over £50

No declarations were made.

2026-326 - Borough Councillor's report

Councillor P Brooker gave the following verbal report:

a) **Guildford Town Council** - A town council has now been approved for Guildford, with details to be confirmed by the Unitary Authority.
b) **Merrist Wood** - Two new buildings have been opened at Merrist Wood.
c) **House of Fraser** - The building on Guildford High Street has been sold to Brighton Investments. There are no confirmed plans on what they intend to do with the site.

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

- Whether public meetings will be taking place regarding the Local Plan Scoping activity? Councillor P Brooker said that they would take this away and provide an update.
- There are ongoing environmental health issues in Jacobs Well which were previously raised and remain unresolved. Should these be raised again? What feedback and advice can we provide to our residents? Councillor P Brooker said that they would take this away and provide an update.

2026-327 - County Councillor's report

Councillor K Witham's report had been circulated to all Members via email in advance of the Full Council meeting. The report highlights are:

- Local Government Funding/Devolution: Government confirmation is awaited on whether Surrey will have a directly elected strategic Mayor alongside the new East and West Surrey Councils.
- Electric Buses: The first of Falcon Buses' 13 new electric buses have entered service in Surrey, supported by SCC and the Zero Emission Bus programme.
- Surrey Police: Crime prevention advice was highlighted for older and vulnerable residents, including awareness of fraud, scams and distraction burglary, together with the Herbert Protocol for vulnerable people at risk of going missing.
- Green Belt Assessment: GBC's latest assessment identifies approximately 7% of Guildford's Green Belt as grey belt and a further 73% as provisional grey belt; designation does not automatically mean land is suitable for development.
- SCC Grants: Small grants, usually up to £250, remain available to local voluntary and community groups while funding remains.
- West Surrey Council: The new Council takes office on 1 April 2027; the Worplesdon ward will be represented by Bill Akhtar and Jonathan Lord.

2026-328 - Unitary Councillor's report

Work is underway defining constitution and governance.

Susan Halliwell has been appointed as Chief Executive of West Surrey Council. Her start date is still to be confirmed, possibly 14 December 2026.

It was suggested that an invitation be extended to Susan to attend a tour of Worplesdon Parish.

At 19:42 Guildford Borough Council & West Surrey Unitary Councillor B Akhtar, Councillor H Brooker, and Councillor P Brooker left the meeting.

2026-329 - Presentation from Surrey Community Action on their Rural Housing Enabling Service

The presentation was deferred to the next Full Council Meeting at the request of Surrey Community Action ahead of the meeting.

2026-330 - Minutes of the previous meetings:

It was proposed by Cllr T Wright, seconded by Cllr N Crampin, and unanimously **RESOLVED** that the minutes of the Full Council Meeting held 13 August 2026 be approved and signed by the Chairman as a true record.

It was proposed by Cllr J Snowball, seconded by Cllr N Crampin, and **RESOLVED** that the minutes of the Staffing Committee held 3 September 2026 be approved and signed by the Chairman as a true record.

A vote took place. Ten members voted in favour of the proposal. Cllr N Mitchell abstained as the recommendations from the Staffing Committee meeting and associated report should have been included on this meeting's agenda. Motion carried.

It was proposed by Cllr M Price, seconded by Cllr S Busby, and **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee Meeting held 3 September 2026 be approved and signed by the Chairman as a true record.

A vote took place. Ten members voted in favour of the proposal. Cllr J Ashton abstained. Motion carried.

2026-331 - Casual vacancy – Wood Street Ward

There were no applications.

2026-332 - Vacancy unfilled at the last election (2023) – Jacobs Well Ward

There were no applications.

2026-333 - Guildford Local Plan Scoping Consultation 2026

The Councillors were asked to consider whether they would want Worplesdon Parish Council to provide a survey response. A discussion was held and the following key points were considered:

- Air quality concerns
- Flood concerns
- Issues regarding SANG allocations
- Requirement for additional policies and procedures, particularly regarding enforcement
- Strain of additional housing on the water supply network, in an already high water-stressed area
- Schedule of implementation and how this will ramp up alongside the other Boroughs as it moves into the West Surrey Unitary
- Green belt being perceived as grey belt by developers

It was proposed by Cllr N Mitchell, seconded by Cllr M Price, and unanimously **RESOLVED** that the officers draft a response to the survey on behalf of Worplesdon Parish Council, which will be circulated to the councillors for their approval, with submission before the 14 October deadline.

2026-334 - Repair of the car park wall in Broadacres

A quote was reviewed by the councillors for the repair of the disintegrating car park wall in Broadacres. This was had previously been rebuilt by Worplesdon Parish Council, although is not their land, wall, or responsibility to maintain.

It was proposed by Cllr R Watson, seconded by Cllr N Crampin and **RESOLVED** that no action be taken.

A vote took place. Nine members voted in favour of the proposal. Cllr N Mitchell and Cllr B McShee voted against. Motion carried.

2026-335 - Wood Street Village Community Car Park - Repair of the car park retaining wall

Two quotes, each with two separate comparable options, were reviewed by the councillors for the repair of the retaining wall in Wood Street Village Community Car Park.

The officers note that there is available budget within Earmarked Reserves (£3,400) and Maintenance of Car Park (£4,680), providing £8,080 funds already accrued for this work.

It was proposed by Cllr S Busby, seconded by Cllr N Crampin and unanimously **RESOLVED** that the quote from Fletcher & Son Building & Decorating for the Kedel recycled mixed plastic solid post option at a cost of £8,100 including VAT.

Power to spend: Road Traffic Regulation Act1984, s.57(1)(b)

2026-336 - Replacement trees at Pitch Place Green

It was proposed that this be deferred to next year to allow sufficient budget to be allocated for this activity.

2026-337 - North Moors Allotments

The proposal circulated by Cllr N Mitchell ahead of the meeting was reviewed by the Councillors.

Concerns were raised over the basis of the figures within the proposal and whether the dowry request would be sufficient, given that there are currently no supporting figures as Guildford Borough Council (GBC) have been unable to provide this.

It was suggested that we could approach Guildford Allotment Society (GAS) for some indicative figures that might help generate a stronger proposal.

Within the proposal was a suggestion that the horse field be considered within the agreement.

Concerns were raised about the state of the neighbouring paths and that it was potentially off-putting to allotment holders. It was explained that the proposal was only to take on responsibility for the allotments contained within the fenced boundary and not including the surrounding land (access paths, trees etc) and the reasoning.

Concern was raised over the soil quality given that this was previously contaminated land. Cllr N Mitchell stated that this had been cleared prior to being opened as allotments, but further confirmation can be requested from GBC.

Concern was raised that in not making an offer for terms of transfer now, when Unitary is implemented, this asset may be devolved to us, so it might be prudent to ensure the transfer is completed under the most favourable terms.

It was therefore decided that this be deferred to the next Full Council Meeting to allow officers to contact GAS regarding further supporting information on the financials and to contact GBC to provide further updates on the points raised.

2026-338 - Wood Street Village Association – Carols on the Green

It was proposed by Cllr B McShee, seconded by Cllr J Snowball and unanimously **RESOLVED** that the application be approved, subject to receipt, prior to the event, of the Council's standard supporting documentation, including a site plan, appropriate risk assessments, evidence of relevant insurance cover, and any other required health and safety documentation.

2026-339 - Planning Applications for consideration:

Planning Application No: 26/P/01022 - Hockley Lands, Burdenshott 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 was **RESOLVED:** leave to planners.

Planning Application No: 26/P/01153 - Hockley Lands, Burdenshott 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.

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

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.

The application had already been granted approval ahead of the meeting so was not reviewed.

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.

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

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

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

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.

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

Worplesdon Parish Council has considered the application for a Certificate of Lawfulness for the proposed re-roofing and re-cladding of the existing outbuilding, together with internal alterations and the addition of a new window.

The Parish Council supports the proposal and considers that the refurbishment represents a sensitive approach to the retention and improvement of the existing building. Worplesdon Parish Council welcomes the use of materials and detailing which are sympathetic to the character and appearance of the Conservation Area and which are in keeping with the surrounding buildings.

The proposed works would retain and enhance the existing outbuilding rather than introduce an incongruous form of development and, in the Parish Council's view, would respect the established character and visual qualities of its setting.

Worplesdon Parish Council therefore supports the application, subject to Guildford Borough Council being satisfied that the proposed works meet the relevant statutory requirements for a Certificate of Lawfulness.

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)

It was **RESOLVED:** leave to tree officer.

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).

It was **RESOLVED:** leave to tree officer.

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.

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

At 20:57 Cllr B McShee left the meeting.

2026-340 - Finance:

a) Proposed list of payments to be tabled at the meeting for approval

The payment list was presented to the meeting. It was proposed by Cllr R Watson, seconded by Cllr J Snowball, and unanimously **RESOLVED** that payments to the value of £1,864.07 be approved. The payment list was duly signed by the Chairman, Cllr N Mitchell, during the meeting.

Table 1 – Payment list 24 September 2026

Code	Date	Description	Supplier	Net	VAT	Total
Chairman's Allowance	03/09/2026	Event sundries - 30.08.26	Mrs V C Fear - Temu	£19.57	£3.92	£23.49
Tree Surgery	03/09/2026	Clearing Willow Tree at WSVCC	Meadows Landscaping & Tree Services	£600.00	£120.00	£720.00
Land Management	02/09/2026	Wheelie Bin Bags x100	PB Packaging Group Ltd	£34.49	£6.90	£41.39
Office Cleaning	04/09/2026	Cleaning Services - Parish Office	Charlotte Bridge	£270.00	£0.00	£270.00
Land Management	08/09/2026	Materials	Amenity Choice	£49.95	£9.99	£59.94
Establishment Charges	09/09/2026	Office supplies	Mrs V C Fear - Amazon EU S.a.r.l., UK Branch	£8.32	£1.67	£9.99
IT budget	09/09/2026	Keyboard - for Clerk	Mrs V C Fear - Amazon EU S.a.r.l., UK Branch	£20.82	£4.16	£24.98
Land Management	09/09/2026	Sanding disks	Mrs V C Fear - Essex Fixings and Abrasives Supplies Limited (Amazon)	£10.82	£2.17	£12.99
Land Management	09/09/2026	Emptying - Dumpy Bin - WSV Community Car Park	Chambers Waste Management	£37.67	£7.53	£45.20
Parish Office	10/09/2026	Gas & Electricity - Unit 2 Saxton - 01.07.26 - 31.07.26	Octopus Energy Limited	£129.43	£6.47	£135.90
Christmas trees/lights WS, Perry Hill	10/09/2026	Electrical supply Pitch Place Green - 01.08.26 - 31.08.26	Octopus Energy Limited	£19.90	£1.00	£20.90
Christmas trees/lights WS, Perry Hill	10/09/2026	Electrical supply Pitch Place Green - Deposit Return	Octopus Energy Limited	-£4.93	-£0.98	-£5.91
Land Management	11/09/2026	Grip Gloves	Cluskeys CCP Ltd	£12.00	£2.40	£14.40
Revenue Costs Works Vehicle	11/09/2026	Fuel for works van	Waitrose Shell	£42.62	£8.52	£51.14
IT budget	14/09/2026	Mobile Phone Charges	EE	£90.00	£0.00	£90.00
Parish Office	15/09/2026	Gas & Electricity - Unit 2 Saxton - 01.08.26-31.08.26	Octopus Energy Limited	£136.37	£6.82	£143.19
Christmas trees/lights WS, Perry Hill	15/09/2026	Electrical supply Perry Hill Green - 30.07.26 - 31.08.26	Octopus Energy Limited	£20.48	£1.02	£21.50
IT budget	16/09/2026	Additional back-up	Apple.com	£2.49	£0.50	£2.99
Parish Office	17/09/2026	Water and sewerage charge - Unit 2 Saxton - 01.08.26 - 31.08.26	Castle Water	£26.43	£0.00	£26.43
Accrual towards new playground equipment	18/09/2026	Delivery of Banners for Play Equipment Consultation	Hampshire Flag Company Ltd	£15.50	£3.10	£18.60
IT budget	21/09/2026	Subscription - 17.09.26 - 16.10.26	Adobe	£16.64	£3.33	£19.97
IT budget	21/09/2026	ChatGPT Plus Subscription	OpenAI LLC	£16.67	£3.33	£20.00
Accrual towards new playground equipment	21/09/2026	Banners for Play Equipment Consultation	Hampshire Flag Company Ltd	£80.82	£16.16	£96.98
Total				**£1,656.06**	**£208.01**	**£1,864.07**

b) Bank reconciliation August 2026

The Finance Officer (FO) had prepared the bank reconciliation for August 2026 in accordance with the Accounts and Audit Regulations, a copy of which had been issued to all Members via email in advance of the meeting. It was proposed by Cllr 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 1: Bank Reconciliation August 2026

c) Monthly budget report for August 2026

The FO had prepared the budget reports for August 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 T Wright, seconded by Cllr R Watson, and unanimously **RESOLVED** that the budget reports be approved and signed by the Chairman, Cllr N Mitchell, during the meeting.

Appendix 2: Monthly Budget Report (Summary) August 2026

d) Insurance Renewal

The officers confirmed that there was only one quotation received which provided appropriate cover and this is therefore the quotation being considered.

It was proposed by Cllr J Snowball, seconded by Cllr B Ahier and unanimously **RESOLVED** that a new three-year contract be entered into with Zurich. This year's annual premium amounted to £2,949.69.

Power to spend: LGA 1972 s111

e) Conclusion of Annual Governance & Accountability Return (AGAR)

The Clerk advised that PKF Littlejohn LLP had issued an unqualified audit with one matter of concern raised.

The Notice of Conclusion of Audit had been displayed on the Parish noticeboards and uploaded to the website on 16 September 2026.

It was proposed by Cllr N Mitchell, seconded by Cllr S Busby, and unanimously **RESOLVED** that the auditor's report be approved and accepted.

f) Interim internal audit

The internal audit has now been moved to Thursday 12 November at 13:00.

2026-341 - Clerk's Report

a) Gaynor White and Marie Wingate attended the Yee Haw at the Sime Gallery at the invitation of Jan Messinger - Recognition was given to Gaynor White relevant to her service to the Parish Council and 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.
Power to spend: PHA 1936, s260
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 Parish resident and Friends of Pinks Hill Pond volunteer - To improve community resilience.

i) **Aquatic Safety Training completed by the Assistant Clerk, Senior Groundsman, and Volunteer Fishing Bailiff, and arranged for 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.**

2026-342 - Chairman's Report

This report covers the period from the last Full Council meeting on 13 August to 22 September 2026.

Community Speedwatch

There have been a number of Speedwatch deployments across the parish during the last six weeks.

13 August

I chaired the Full Council meeting, which, as all Members will know, was the final Council meeting attended by Gaynor White as Parish Clerk. I am honoured to have been her third and final Chairman during her 27 years of service to the Parish Council.

30 August

Gaynor's Retirement Function

This was a busy day, starting at 9.30am at the Parish Council office, loading my car and Victoria's car with crockery, cutlery, tablecloths and the other items needed to prepare the hall for the function.

Thanks go to Sarah Busby, Andrew Busby and Cllr Sally Busby for their help in setting up the room, with a particularly special thank you for stepping in at short notice to make the sandwiches.

The function was a fitting way to recognise Gaynor's retirement, and the attendance of people from across the parish demonstrated the high regard in which Gaynor is held and the appreciation for her 27 years of service.

Following the function, it was said to me that when a resident contacts the Parish Council with a query or problem, there is always somebody available to help or offer advice. We can all be proud of the standing the Parish Council has with its residents, and we will need to work hard to continue that legacy.

Finally, I would like to thank all the councillors, officers and residents who helped with clearing up and closing down the hall.

Special thanks go to Cllr Mike Price for his washing-up skills; Cllr Geoff Burch and his wife Pauline, together with Cllr Brigitte Ahier, for their work in the kitchen; Neil Smart and his wife for helping to dismantle and store the tables and take down the bunting; and Cllr Jonathan Snowball for putting away the chairs. If I have inadvertently forgotten anyone, my apologies.

3 September

I attended the General Purposes Committee meeting.

7 to 18 September

I took two weeks' leave from Council matters while my wife was on annual leave.

21 September

Cllr Saffina Ellahi and I attended the FLGCA Management meeting at Fairlands Community Centre.

A couple of interesting points arising from the meeting were:

- The Church has 1,700 knitted poppies and counting, which will form part of a display in the church grounds around Armistice Day.
- The Church continues to provide its tea and coffee station, which is appreciated by residents walking through the church grounds, including those walking their dogs.
- FLGCA commented positively on the Parish Council's accessibility and support for residents. It is also their view that the Parish Council will become increasingly important when the new unitary authority becomes the second tier of local government in April 2027. The Parish Council's local knowledge was recognised as a key part of the role it provides.

2026-343 - Items for inclusion on future agendas

None were proposed.

2026-344 - Date of next Full Council Meeting - Thursday 5 November 2026 - 19:30.

Meeting closed 21:15

Signed:

Chairman of the Council
5 November 2026