Draft minutes

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 5 November 2026

2026-368 - Present

Councillors:

Cllr B Ahier, Cllr J Ashton, Cllr G Burch, Cllr S Busby, Cllr N Crampin, Cllr S Ellahi, Cllr N Mitchell (Chairman), Cllr M Price, Cllr C Riley, 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 Councillors H Brooker and P Brooker were present for part of the meeting.

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

Nicola Davidson was present from Surrey Community Action to complete a presentation.

Tamsin Mayhead was present as a member of the public with interest in planning applications.

2026-369 - To accept apologies and reason for absence in accordance with the LGA 1972, Sch12, para 40

Cllr J Snowball and Cllr B Nagle had tendered their apologies and reason for absence. These were accepted by the Councillors.

Apologies were received from Surrey County Councillor K Witham, West Surrey Unitary Councillor J Lord, and Guildford Borough Council & West Surrey Unitary Councillor B Akhtar.

2026-370 - To acknowledge the resignation of Cllr B McShee

Cllr N Mitchell gave a brief statement acknowledging and accepting the recent resignation of Cllr B McShee from Worplesdon Parish Council.

It was proposed by Cllr N Mitchell, seconded by Cllr B Ahier and unanimously **RESOLVED** that Worplesdon Parish Council recognise Cllr B McShee and offer their thanks for his long service of 30 years to the Parish and Guildford Borough Council.

Draft minutes

2026-371 - Public participation session

Tamsin Mayhead gave a brief presentation outlining concerns regarding the increasing number of Houses in Multiple Occupation (HMOs) in Applegarth Avenue and surrounding roads. A map was provided identifying existing HMOs, many of which had not originally been submitted as such through the planning process. She highlighted the significant and worsening parking pressures on residents, noting that the number of HMOs had increased substantially over the past six years, with an estimated 70% of properties in Blackwell Avenue now operating as HMOs. Concerns were also raised regarding the additional pressure on local services and amenities.

Appendix 1: Map of Applegarth area and identified HMOs

2026-372 - Declaration of non-pecuniary interests in accordance with the Parish Council's Code of Conduct

Cllr B Ahier declared that she has attended public meetings relevant to HMO concerns regarding Applegarth/ Westborough.

Cllr J Ashton declared that she has a non-pecuniary interest relevant to item 19 on the agenda (Sustainable Communities Act proposal).

Cllr C Riley declared that as his wife has a plot on North Moors Allotments, he has a non-pecuniary interest relevant to item 20 on the agenda.

2026-373 - 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.

2026-374 - To receive and consider written requests for new DPI dispensations

No requests were received.

2026-375 - Amendments to the Register of Interests

No declarations were made.

2026-376 - Declaration of gifts or hospitality over £50

No declarations were made.

2026-377 - Borough Councillor's report

Councillor P Brooker gave the following verbal report:

a) **Guildford Town Council** - Jo Knight has resigned, with a leave date of end of February 2027. Candice Keat is to provide cover through to the end of March.

b) **Full Guildford Borough Council Meeting Wednesday 3 November** - Three items were highlighted:
- A vote took place relevant to honorary aldermen. 4 conservative, 1 labour and 1 liberal democrat were nominated. A vote was held with 13 for, 18 against, and the motion was lost.
- The NPPF Proposal. A motion was passed to request MP support for reconsideration of the grey belt ruling for this area.
- Proposal to categorise Guildford Borough as a council of sanctuary (to all homeless or destitute, from any area) which would then be carried forward to unitary following Local Government Reorganisation (LGR). A proposal was made to impose amendment to engage with the local community and verify resident support, but the motion was lost. The application is therefore proceeding.

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

- Concern that people may migrate to Guildford to obtain sanctuary. Councillor P Brooker confirmed there were no conditions implemented within the proposal.
- Mention of the concern over HMOs in the area and Guildford Borough Council's limitation of this. Councillor P Brooker stated that each application would continue to be reviewed on individual merit.
- It was confirmed that there are no regulations or policies in place for Guildford regarding HMOs specifically, although there are other university town/borough councils who do utilise an HMO policy.
- What is the smallest geographical area you can conduct a housing needs survey for? Usually this would be a parish, but it can be tailored according to the requirements.

2026-378 - 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:

An update on recent changes to national planning regulations, including the introduction of the National Scheme of Delegation and its implications for local planning decisions. It was reported that a Planning Inspector had approved 200 homes at Shortlands Farm, Normandy, and noted ongoing opposition to the proposed 950-home development by Taylor Wimpey.

Surrey County Council had approved £38,000 in environmental grants for four local projects, including £8,000 towards the restoration of Pinks Hill Pond by Worplesdon Parish Council.

An update was provided on the transition to the new West Surrey Council, which will assume responsibility for Surrey County Council and Guildford Borough Council services from 1 April 2027.

2026-379 - Unitary Councillor's report

No report was provided.

At 19:47 Councillor H Brooker and Councillor P Brooker left the meeting.

2026-380 - Presentation from Surrey Community Action on their Rural Housing Enabling Service

Nicola Davidson of Surrey Community Action provided an introduction to their organisation and explained her reason for attending the meeting, in providing a face to their organisation and promoting an ongoing relationship between Worplesdon Parish Council and Surrey Community Action.

They are a not-for-profit charitable organisation who seek to support the local community and councils in the provision of advice and services. This includes enabling rural housing and supporting affordable housing schemes, driving for small developments which remain part of the community. They can, and have, assisted with performing housing needs surveys, for which one was completed for our area in 2000. Their work is partly funded by the local authority.

It was noted that while their mission statement refers to faith, this relates to their support of various faiths and engagement with multiple faith communities, but their organisation isn't faith-driven.

At 19:55 Nicola Davidson left the meeting.

2026-381 - Minutes of the previous meetings:

It was proposed by Cllr S Busby, seconded by Cllr T Wright, and unanimously **RESOLVED** that the minutes of the Full Council Meeting held 24 September 2026 be approved and signed by the Chairman as a true record.

It was proposed by Cllr M Price, seconded by Cllr C Riley, and unanimously **RESOLVED** that the minutes of the Planning/General Purposes and Finance Committee Meeting held 15 October 2026 be approved and signed by the Chairman as a true record.

It was proposed by Cllr G Burch, seconded by Cllr C Riley, and **RESOLVED** that the minutes of the Extra-Ordinary Budget Meeting held 28 October 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.

2026-382 - Casual vacancy – Wood Street Ward

There were no applications.

2026-383 - Vacancy unfilled at the last election (2023) – Jacobs Well Ward

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

At 20:05, the Clerk to the Council and Assistant Clerk accompanied Mrs Lawson and Mrs Mayhead upstairs, whilst Members considered Mrs Lawson's application. At 20:10 the Clerk to the Council, Assistant Clerk, Mrs Lawson, and Mrs Mayhead returned to the Council Chamber.

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

Mrs Lawson was provided with her Welcome Pack and signed her Declaration of Acceptance of Office. Mrs Lawson then took her seat at the Council table.

2026-384 - Planning Applications for consideration:

A motion was made to bring forward the two applications regarding Applegarth in recognition of the member of the public present regarding these applications. It was proposed by Cllr B Ahier, seconded by Cllr N Mitchell and unanimously **RESOLVED** that these application be reviewed ahead of the remaining applications.

Planning Application No: 26/P/01251 - 77 Applegarth Avenue, Guildford, GU2 8LX - Erection of two storey side extension following demolition of existing single storey side garage.

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

Worplesdon Parish Council raises concerns regarding the potential future conversion of the extended property into a House in Multiple Occupation (HMO), particularly given the prevalence of HMOs in the surrounding area.

The Council is also concerned about the limited off-street parking provision, particularly following the loss of the existing garage, and the potential for increased vehicle movements close to a road junction, with implications for highway safety and on-street parking pressures.

The Council requests that the adequacy of parking provision and the impact on highway safety be carefully assessed in accordance with Policies ID3 and ID10 of Guildford Borough Council's Local Plan and the transport provisions of the National Planning Policy Framework (2026).

The Council further requests that consideration be given to an appropriate planning condition restricting the use of the extended property to a single dwellinghouse, where justified and legally permissible, to prevent an uncontrolled change to HMO use.

Planning Application No: 26/P/00228 - Land to the rear of 87-89 Applegarth Avenue, Guildford, GU2 8LX - The erection of two pairs of semi-detached dwellings (4 x three bedrooms), together with landscaping and associated parking areas, following the demolition of the existing outbuildings. [appeal]

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

Worplesdon Parish Council supports Guildford Borough Council's decision to refuse this application and endorses the reasons for refusal, particularly those relating to overdevelopment, harm to local character, residential amenity and environmental considerations.

Further to its original comments submitted in March 2026, the Parish Council reiterates its concerns regarding restricted access, limited parking provision and the need to maintain unobstructed access for emergency vehicles. The proposed additional dwellings would exacerbate existing parking pressures and increase vehicle movements along an already constrained access.

The Parish Council also raises concerns regarding the prevalence of Houses in Multiple Occupation (HMOs) in the surrounding area and the potential for further intensification of residential occupation. Given the existing constraints on parking and access, any future conversion to HMO use could exacerbate these pressures, with implications for highway safety and local amenity.

The Parish Council acknowledges the previously approved but unimplemented developments illustrated on the submitted plans. Whilst these permissions remain valid, their existence should not diminish the need to assess the cumulative impact of the proposed development on the established character of the area, residential amenity, access arrangements and local infrastructure.

The Council also remains concerned about the cumulative pressures on local services and facilities and the environmental implications of further residential intensification.

The Parish Council respectfully requests that the Planning Inspector upholds Guildford Borough Council's decision and dismisses the appeal.

At 20:33 Tamsin Mayhead left the meeting.

Planning Application No: 26/P/01299 - Fairlands Farm, Holly Lane, Worplesdon, Guildford, GU3 3PB - Lawful Development Certificate for continued use of existing dwellinghouse as 2no. separate self-contained dwellinghouses.

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

Worplesdon Parish Council notes that the application seeks a Lawful Development Certificate for the continued use of the property as two separate self-contained dwellings.

The Council notes the reference to plans dating from 1985 and planning application B/96/00662. However, the outcome of the earlier application and its relevance to the claimed lawful use are unclear. The Parish Council requests that Guildford Borough Council verifies the planning history and establishes whether permission was granted for the subdivision of the property.

The Council also raises concerns regarding the apparent absence of separate Council Tax records for the two properties over the claimed 41-year period and requests that this be considered alongside other evidence of their separate and continuous residential use.

The Parish Council further requests clarification of any relevant conservation or heritage designations affecting the property (as a Grade II listed property), whilst recognising that the determination of a Lawful Development Certificate is based on the statutory tests of lawfulness rather than the planning merits of the development.

The Parish Council requests that the certificate is issued only where sufficient evidence has been provided to demonstrate that the claimed use is lawful.

Planning Application No: 26/P/01266 - 12 Frog Grove Lane, Guildford, GU3 3EX - Erection of a single storey side extension and insertion of rear dormer window, following demolition of existing garage.

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

Planning Application No: 26/P/01194 - 19 Keens Lane, Guildford, GU3 3JS - Application under Section 73a of the Town and Country Planning Act 1990 (as amended) to vary Condition 2 (Approved Drawings) for installation of second air conditioning condenser unit to side elevation; interlocking roof tiles to extension roof in lieu of slate; uPVC window cills in lieu of concrete and revised glazing bar pattern to the windows of the side extension of planning permission 25/P/00927 (Part single-storey rear and side extension and part two-storey rear extension).

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

Worplesdon Parish Council raises concerns regarding the visual and acoustic impact of the second air conditioning condenser unit, particularly as the units extend above the boundary fence line and are visually obtrusive.

The Council notes that no evidence of acoustic assessment or sound attenuation measures has been identified to demonstrate that neighbouring residential amenity would be adequately protected. The Council requests that the cumulative noise impact of both units be assessed and appropriate mitigation secured where necessary, in accordance with Local Plan Policies D5 and D11.

Furthermore, the proposed interlocking roof tiles in lieu of slate and uPVC window cills in lieu of concrete are considered out of keeping with the character and appearance of the existing dwelling and previously approved design. The Council requests that these changes be assessed against Local Plan Policy D4 and the design objectives of the NPPF.

The Parish Council requests that these matters be satisfactorily addressed before the application is determined.

Planning Application No: 25/P/01212 - Stringers Barn, Salt Box Road, Guildford, GU4 7PX - Erection of 6-stable barn following demolition of existing stable block. [appeal]

Worplesdon Parish Council had no further comments to make. It was **RESOLVED:** leave to planners.

Planning Application No: 26/P/00075 - 61 St Michaels Avenue, Fairlands, Guildford, GU3 3LZ - Addition of two dormers and one rooflight (description amended 16/07/26).

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

The recently submitted drawings and measurements have provided further clarity regarding the extent of the proposed roof alterations and have reinforced the Council's concerns about the excessive scale of the development, and prior objection on this basis.

The Parish Council notes that permitted development rights for roof enlargements under Schedule 2, Part 1, Class B of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) are assessed by reference to the original roof space, including any previous roof enlargements. The Council questions whether the proposed development, taking account of the dwelling's existing extensions, would fall within these limitations and requests that this be verified.

The additional drawings also reinforce concerns regarding overlooking and loss of privacy to neighbouring properties, contrary to the residential amenity objectives of Local Plan Policies D1 and D5.

Planning Application No: 26/P/01380 - 11 Fairlands Avenue, Fairlands, Guildford, GU3 3LX - Erection of part single storey part two storey rear extension (following demolition of existing conservatory).

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

2026-385 - Review of the results of the Residents' Survey 2026

The results of the survey were reviewed by the Members and it was considered that the impact on the Strategic Business Plan would be minimal.

It was proposed by Cllr N Mitchell, seconded by Cllr S Busby and unanimously **RESOLVED** that no action be taken.

Appendix 2: Residents' Survey Report

2026-386 - Quarterly Playground Inspections

Quarterly Playground Inspections 30 September 2026: Summary of Findings 15 October 2026

On 30 September 2026 Inspector Mark Culverhouse from MJR Services inspected all five play areas within Worplesdon parish. This is a summary of findings from all five reports:

Fairlands Play Area

Double cradle swing frame – Wear is starting to show on shackles: Monitor wear, when at 40% change shackles. Wear is starting to show on the chain lick to the seats: Monitor wear, when at 40% change chains.

Multiplay unit – Some slight graffiti scratched into a panel. (Monitor graffiti occurrence)

Wetpour – Rubber edge is shrinking back leading to path to field, which could cause a trip hazard: Monitor shrinkage and repair. The surface on either side of the swing barrier has lifted causing a trip hazard: Repair rubber edge. [Assistant Clerk to obtain quote for repair]. Some separation has appeared between the new climbing rock surfacing and the old surfacing: Monitor separation. [Assistant Clerk to contact Kompan as installer]

Junior swings – Wear is starting to show on the shackles: Monitor wear, when at 40% change shackles. Eye fixings on all-inclusive seat are loose but are tightened to the max, movement could present wear in the fixing holes: Monitor fixings. [These fixings are fitted in accordance with the manufacturer's guidelines]

White House Lane, Jacobs Well Play Area

HAGS Multi-play unit – Some subsidence is occurring on the bottom of the slide: Monitor subsidence. Tear in scramble net cover: Monitor tear. Some rot is starting to appear in one of the foot bridge slats nearest the climbing pole: Monitor rot.

See-saw – Some damage is starting to occur to stops on bottom of the seats, this could eventually fail causing the stops to compress: Monitor stops.

Basket swing – Some wear is starting to on the connector to the basket, when wear reaches 40% change connector: Monitor connector. A cut has appeared in the rubber mulch: Monitor cut.

Tango seat – Eye fixings on all-inclusive Tango seat are loose but are tightened to the max, movement could present wear in the fixing holes: Monitor fixings. [These fixings are fitted in accordance with the manufacturer's guidelines]

Picture panel and Tumble ball – There is some strimmer damage starting to occur on the posts which could eventually lead to rot in the posts: Monitor damage and if possible fit strimmer guards. A split has appeared in all 3 of the poles, probably due to the hot weather and the wood shrinking: Monitor split.

Wood Street Green Play Seat Area

Surface has some slight shrinkage on the edge which could produce a trip hazard at a later date: Monitor shrinkage.

Worplesdon Play Area

Worplesdon Junior/Teen Area

Basketball post (closest to the car park) – Some rust is appearing and the board has bent: Monitor rust.

Edge snapped off corner of MUGA points board: Monitor corner.

Worplesdon Toddler Area

Wooden bench – Weatherproof coating is flaking and rough: Rub down and re-treat. Top back strut on wooden bench has been removed: Replace. [Groundstaff to address – Autumn 2026]

Multi-play unit – Subsidence has occurred under the graphic at bottom of the slide: Monitor subsidence.

Roundabout – when spinning the unit is oscillating and vibrating: Possible fault with bearing. [Assistant Clerk has already highlighted this to the manufacturer] The unit is not secure in the ground and is lifting up becoming unstable, thus causing the wet pour to lift: Unit not set and secured in the ground correctly and needs reinstating. [Assistant Clerk has already highlighted this to the manufacturer] **(High Risk – Equipment taped off and signs affixed to it)**

It was proposed by Cllr S Ellahi, seconded by Cllr G Burch and unanimously **RESOLVED** to accept the report.

2026-387 - Sustainable Communities Act Proposal

The Councillors reviewed a request from SALC to consider supporting a revised Sustainable Communities Act proposal asking Government to extend the Dependants' Carers' Allowance to parish and town councils.

It was proposed by Cllr M Price, seconded by Cllr N Crampin and **RESOLVED** that the officers complete the outline letter and submit to our MP on behalf of Worplesdon Parish Council.

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

2026-388 - North Moors Allotments

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

It was proposed by Cllr S Busby, seconded by Cllr T Wright and **RESOLVED** that a proposal be submitted by the Parish Council, for a value no less than that the estimate contained within the document circulated. Figures to be finalised and a proposal to be submitted within the next two weeks.

A vote took place. Eleven members voted in favour of the proposal. Cllr R Watson objected. Motion carried.

At 21:23 a short recess was called.

At 21:32 the meeting resumed.

2026-389 - Replacement of village gates for Wood Street Village

A quote was reviewed by the councillors for the replacement of the white gates, located at Broad Street. Following discussion it was proposed that this item be deferred, and that the officers reach out to Surrey Highways to request that they look to complete the repairs/replacement to the gates they originally installed.

A number of councillors questioned the success and resulting value of these gates in achieving their purpose in reducing excessive speeds in Wood Street Village.

2026-390 - Noticeboard for Wood Street Village pond

It was proposed by Cllr R Watson, seconded by Cllr J Ashton and unanimously **RESOLVED** that Worplesdon Parish Council proceed with the purchase of a noticeboard, to be erected next to Wood Street Village Pond to display relevant notices and safety information. Cost of £1,259.27+VAT, plus approximately £200 for installation.

Power to spend: OSA 1906, ss 9 and 10

2026-391 - Finance:

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

This item was deferred as the payment list wasn't generated ahead of the meeting given officer availability.

b) Bank reconciliation September 2026

The Finance Officer (FO) had prepared the bank reconciliation for September 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 T Wright, 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.

Appendix 3: Bank Reconciliation September 2026

c) Monthly budget report for September 2026

The FO had prepared the budget reports for September 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 N Crampin, 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) September 2026

d) Quarterly financial check

Cllr M Price gave the following report:

On the 23rd of September myself along with Councillor Nuala Crampin carried out a review of the Council's financial records for the period June 2026 – July 2026.

The following documents were checked and found to agree with the Bank Reconciliation documents;

- Paying-in/cheque books, payment schedules, and invoices

We also cross checked the transfers between various accounts, as well as the VAT documents for the 3 months ending June 2026, as well as the payroll files.

Once again, my thanks to Helen Lawrence for preparing all of these documents for our review, as well as being on hand to answer any questions.

It was proposed by Cllr T Wright, seconded by Cllr S Ellahi and unanimously **RESOLVED** that the report be approved and accepted.

e) Virements

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

- £316.67 from Code 126 Replacement Badge of Office to Code 13 Donations
- £3,000 from Code 8 Contingency Fund to Code 132 ER Pinks Hill Pond Project
- £5,000 from Code 116 Future Projects to Code 132 ER Pinks Hill Pond Project
- £1,386.60 from Code 98 ER Ward Improvements to Code 34 Ward Improvements

f) Contribution to the Rector towards electricity costs for the Christmas lights

A request had been received from the Rector to consider a contribution towards the supply of electricity for illuminating the St Mary's Christmas tree. It was proposed by Cllr T Wright, seconded by Cllr S Busby and unanimously **RESOLVED** that the contribution be approved.

Cllr G Burch kindly offered to make a donation of £50 to cover this contribution. The council would like to show their appreciation to Cllr G Burch and it was proposed by Cllr M Price, seconded by Cllr B Ahier and unanimously **RESOLVED** to recognise and give thanks to him for his donation.

g) Draft budget 2027/2028

The draft budget was tabled for the Members consideration. The following table covers the summary position:

Budget Heading	Approved Budget 2026/2027	Adjusted Budget 2026/2027 (inc. Virements)	Estimated Expenditure 2026/2027	Draft Budget 2027/2028	Net change - budget 26/27 to budget 27/28	Net change - budget 26/27 to budget 27/28 %	Net change - outlook 26/27 to budget 27/28
Staff Costs	£209,380	£209,380	£238,013	£270,487	£61,107	29.2%	£32,474
Central Services/Administration	£137,237	£131,737	£129,837	£142,560	£5,323	3.9%	£12,723
Parks and Open Spaces	£129,301	£134,801	£135,256	£143,847	£14,546	11.2%	£8,591
Bus Shelters	£5,000	£5,000	£5,000	£3,000	-£2,000	-40.0%	-£2,000
S137 Payments	£1,402	£1,402	£1,402	£1,500	£98	7.0%	£98
Ward Improvements	£11,630	£11,630	£12,511	£11,507	-£123	-1.1%	-£1,004
Bank charges	£100	£100	£100	£126	£26	26.0%	£26
General Reserves	£0	£0	£0	£40,100	£40,100	100.0%	£40,100
Earmarked Reserves	£0	£0	£17,068	£0	£0	0.0%	-£17,068
Total Expenditure	**£494,050**	**£494,050**	**£539,186**	**£613,127**	**£119,077**	**24.1%**	**£73,941**

Budget Heading	Approved Budget 2026/2027	Adjusted Budget 2026/2027 (inc. Virements)	Estimated Income 2026/2027	Draft Budget 2027/2028	Net change - budget 26/27 to budget 27/28	Net change - budget 26/27 to budget 27/28 %	Net change - outlook 26/27 to budget 27/28
Bank Interest	-£4,000	-£4,000	-£6,974	-£4,000	£0	0.0%	-£2,974
Central Services/Administration	£0	£0	-£293	£0	£0	0.0%	-£293
Parks and Open Spaces	-£280	-£280	-£280	-£280	£0	0.0%	-£0
S137 Payments	-£20	-£20	£0	-£20	£0	0.0%	£20
Earmarked Reserves	£0	£0	-£8,375	£0	£0	0.0%	-£8,375
Total Income	**-£4,300**	**-£4,300**	**-£15,922**	**-£4,300**	**£0**	**0.0%**	**-£11,622**

Total	**£489,750**	**£489,750**	**£523,264**	**£608,827**	**£119,077**	**24.3%**	**£62,319**

The following items were considered in detail by the Members:

- General reserves. It was proposed by Cllr S Busby, seconded by Cllr R Watson and **RESOLVED** that the general reserves be increased by £40,100 in support of the auditor recommendation.
  A vote took place. Eleven members voted in favour of the proposal. Cllr J Ashton objected. Motion carried.
- Staffing levels. A discussion took place reviewing existing and proposed staffing levels. The two options put forward from the Planning/General Purposes and Finance Committee of 15 October were reviewed.

At 22:22 Cllr S Ellahi left the meeting.

At 22:22 it was proposed by Cllr N Mitchell, seconded by Cllr M Price, and unanimously **RESOLVED** that the meeting be extended beyond 22:30 to enable the remaining matters on the agenda to be concluded.

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 the public and press would be excluded from the remainder of the meeting.

At 22:31 Cllr B Ahier left the meeting.

At 22:37 Cllr S Busby left the meeting.

At 22:37 the meeting was temporarily suspended when the Chairman left the room.

At 22:38 the meeting resumed.

At 22:43 Cllr J Ashton left the meeting.

The Chairman noted that the council meeting remained quorate with eight Members present.

It was proposed by Cllr M Price, seconded by Cllr N Crampin and unanimously **RESOLVED** that Staffing Option 2 be built into the 2027/28 budget.

2026-392 - Clerk's Report

a) **Community consultation for replacement item of play equipment at Jacobs Well** - Held at Jacobs Well Village Hall on 25 September 2026. Additional online responses subsequently gathered.

b) **Attended MacMillan coffee on the Green at Wood Street Village Green.**

c) **Cluster meeting held with the local Clerks and Chairmen.**

d) **Application for the Surrey County Council Climate Resilience Grant** - An application was completed and submitted for this grant, relevant to the de-silting of Wood Street Village Pond. An additional endorsement from Zöe Franklin MP was received.

e) **Guildford Borough Council Planning Committee for Hesters Yard** - Attended with a number of other councillors, where planning was granted for this development. This now starts the timeline for provision of our new parish office.

f) **Informal meeting at Merrist Wood Golf Club** - Attended with the Assistant Clerk, Chairman, and Cllr M Price to liaise with the management team regarding the future of the course and the significance of the war memorial.

g) **Planning enforcement hearing, Land on the North Side of Clay Lane, Burpham, Guildford** - Attended with the Chairman to observe the planning enforcement hearing.

h) **Meeting with Guildford Allotment Society (GAS)** - A useful meeting advising us on the risks, pitfalls, concerns and costs relevant to an allotment, and the specifics relating to North Moors.

i) **Meeting at Merrist Wood College** - Attended with the Chairman to discuss ongoing collaboration between Merrist Wood and Worplesdon Parish Council.

j) **Meeting with the Rector of St. Mary's Church.**

k) **Restoration of Pinks Hill Pond** - A litter pick was held as a chance for volunteers to meet and help with initial activities; the baseline survey has now been received which means minor hands-on restoration works can commence; second working party session held on 2 November 2026.

l) **Results of the Surrey County Council Climate Resilience Grant** - Worplesdon Parish Council were advised that our application was placed as the second reserve project.

m) **Contract Governance Review (CGR) for change of name from "Rydeshill" to "Broad Street"** - A notice of conclusion of CGR was received, confirming that CGR stage 1 consultation outcome is that most respondents did not support the ward name change proposal, with recommendation that no change be pursued.

2026-393 - Chairman's Report

Reporting period: 23 September – 3 November 2026

Community Speed Watch

As the weather changes, deployments are increasingly being disrupted. However, current data indicates a reduction in the number of speeding offences recorded, suggesting that motorists are becoming more aware of speed limits across the parish. This is encouraging and indicates that deployments are fulfilling their primary purpose of educating motorists.

23 September

The Clerk, Marie Wingate, and I attended the formal opening of two new teaching blocks at Merrist Wood College.

24 September

I chaired the Full Council meeting.

I was pleased that Mellissa Lawson attended the meeting ahead of submitting her application to be co-opted as a councillor for Jacobs Well ward.

25 September

In the evening, the Clerk, Marie Wingate, and Cllrs Mike Price and Jonathan Snowball attended a consultation presentation at Jacobs Well Village Hall regarding alternative proposals for replacing the multi-play unit at Jacobs Well Recreation Ground.

28 September

Worplesdon Parish Council hosted the quarterly cluster meeting of local parish councils. These meetings are informal and are not minuted.

Discussions included the Local Plan Scoping Consultation, proposed development in Normandy and how newly appointed Clerks were adapting to the sector.

Attendees included the Clerk, Marie Wingate, Cllr Simon Schofield (Chairman of Normandy Parish Council), Helen Myers (Clerk to Pirbright Parish Council) and myself.

30 September

I attended the online Councillor Forum hosted by SALC. There were approximately 23 attendees, including Cllr Mike Price and myself.

The following matters were discussed:

<u>Community Resilience</u>

- Surrey Fire and Rescue Service reported approximately 100 large fires across the county during the summer.
- Surrey residents were reported to be better prepared for emergencies than residents in other parts of the country.
- The importance of identifying local risks, including flooding and fallen trees or branches, was highlighted.

<u>Local Government Reorganisation (LGR) and Devolution Update</u>

- Neighbourhood Area Committees are currently on hold.

- Parish councils were advised to consider the potential implications of LGR when preparing future budgets, including responsibilities for playgrounds, grass cutting and staffing.
- Election costs should also be factored into budget planning.

SALC and NALC Updates

- Letters confirming the pay increase should be issued to all officers.

BT Digital Rollout

- With traditional landlines being phased out, councils should ensure suitable digital telephone systems are in place.
- The availability of battery backup for digital telephones should also be checked.

1 October

In the evening, I addressed Guildford Borough Council's Planning Committee in support of the planning application for Hester's Yard. Cllr Richard Watson also addressed the committee, speaking as a member of the public in opposition to the proposal.

The Clerk, Marie Wingate, and Cllrs Brigitte Ahier and Mike Price also attended.

The committee approved the application, whilst expressing concerns regarding the Government's introduction of Grey Belt policy.

2 October

Cllr Andrew Franklin of East Horsley Parish Council contacted me to enquire why Worplesdon Parish Council had chosen to separate the roles of Clerk and Responsible Financial Officer (RFO).

I subsequently met with Cllr Franklin, Cllr Ailean Aitchison (Chairman), Cllr Colin Carmichael and Kevin Jenkins (Assistant Clerk).

I explained that Worplesdon Parish Council had undertaken an extensive review of staff workloads in 2018, which identified the need to separate the roles. Consequently, a Finance Officer was appointed in 2022.

5 October

The Clerk, Marie Wingate, the Assistant Clerk, Victoria Fear, Cllr Mike Price and I attended the quarterly informal un-minuted meeting with Merrist Wood Golf Club.

We walked across the golf course to inspect the war memorial ahead of the Remembrance Day commemorations. Some repairs and general tidying were identified as necessary, and these works have been included in the grounds staff's workload.

The Golf Club mentioned their ongoing discussions with Guildford Borough Council regarding a potential planning proposal. We suggested that the Club hold an open event to inform local residents of its plans for the estate.

6 October

The Clerk, Marie Wingate, and I attended the Planning Inspectorate hearing at Guildford Borough Council concerning the unauthorised encampment on Clay Lane.

No decision was reached at the hearing. However, it emerged that the appellant had submitted a retrospective planning application for the site.

Draft minutes

7 October

Following a Community Speed Watch deployment in the morning, I attended a meeting with Andrew Simmonds of Guildford Allotment Society at the Parish Office.

Also present were the Clerk, Marie Wingate, the Assistant Clerk, Victoria Fear, and the Finance Officer, Helen Lawrence, all of whom had an interest in the information provided.

The Assistant Clerk prepared notes, which were subsequently circulated to all councillors. The information has proved invaluable in developing the Council's proposals to Guildford Borough Council regarding the potential transfer of North Moors Allotments.

I would like to formally thank Andrew Simmonds for sharing his knowledge and experience.

8 October

The Clerk, Marie Wingate, and I attended our quarterly informal meeting with Merrist Wood College.

Matters discussed included:

- Merrist Wood Golf Club
- Pinks Hill Pond
- Allotments
- Community Speed Watch and the possibility of a presentation to students
- Hester's Yard

15 October

I attended the General Purposes and Finance Committee meeting.

I was again pleased that Melissa Lawson attended, having submitted her application to be co-opted as a councillor for Jacobs Well ward.

At the conclusion of the meeting, the committee considered, in confidential session, the governance proposals previously presented to the Staffing Committee.

16 October

Together with Cllr Geoff Burch, I attended a student work party planting the planters on Perry Hill Green and Coombe Lane as part of their practical coursework.

Spring-flowering bulbs were planted, which should provide a welcome display of colour next year.

I also spoke with a local resident who expressed his appreciation for the work undertaken and the positive contribution the planters make to the appearance of the green.

23 October

I formally received the resignation of Cllr Bob McShee.

27 October

I received messages of thanks from two Fairlands ward residents regarding the commemorative lamp post poppies displayed across the parish.

I circulated one of the emails to all councillors and confirmed to the other resident that a total of 103 poppies had been installed across the parish in remembrance of the servicemen who made the ultimate sacrifice during the First and Second World Wars.

Draft minutes

28 October

I chaired the extraordinary Full Council meeting to consider the draft budget.

2026-394 - Items for inclusion on future agendas

Cllr N Crampin requested that Worplesdon Parish Council review the Terms of Reference of the Staffing Committee. Item to be considered at Full Council Meeting 15 December 2026.

2026-395 - Negotiation of a further lease on Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX

Following the discussion, it was proposed by Cllr N Mitchell, seconded by Cllr R Watson, and unanimously **RESOLVED** that the Parish Council would renegotiate the lease at Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX until 2031, with a break clause in 2030.

2026-396 - Structural Governance Review – Staff Capacity

A confidential report had been circulated to all Members in advance of the meeting, following review of the proposed staffing changes at the Staffing Committee on 3 September and the Planning/General Purposes and Finance Committee on 15 October.

Taking into account the increased workloads of the existing staff, the Planning/General Purposes and Finance Committee had put forward two staffing proposals for consideration. Following discussion, it was proposed by Cllr M Price, seconded by Cllr N Crampin, and unanimously **RESOLVED** that:

- The role of a permanent part-time Groundsman be advertised. Salary SCP 7 - pro-rated to 16 hours per week
- The Finance Officer employment contract is to be increased from 16 hours per week to 20 hours per week. There will be no other change to the contractual terms.

Pending approval of the application pack containing the job descriptions, job adverts, person specifications and draft interview questions, to be reviewed and agreed at the Staffing Committee Meeting of 19 November 2026. Advertising to be completed via the Parish Council's website, social media Facebook page, parish noticeboards, Surrey ALC and Indeed.

The additional employee would be entitled to holiday pay, sick leave and to join the LGPS (Local Government Pension Scheme).

A staff budget has been set aside in the 2027/2028 draft precept to cover the associated costs.

Power to spend: LGA 1972 s112

2026-397 - Date of next Full Council Meeting - Thursday 17 December 2026 - 19:30.

Meeting closed 22:53

Signed:

Chairman of the Council
17 December 2026