

Wanborough Parish Council

Draft Minutes of the Annual Meeting of the Parish Council held on Tuesday 27th May 2025 at 7:30pm in Wanborough Village Hall.

Meeting started 7.30pm

Those present: James Henry (chairman JH), Oscar de Chazal (OC), Robert Drummond (RD), Matt Furniss (MF), Kim Sweeting (clerk KS)

Apologies for absence:

Sallie Barker (SB), Martin Bramley (MB), Matt Harrison (MH)

Members of the public were present.

1. E-001 Election of chairman and vice-chairman

(a) To elect the chairman of Wanborough Parish Council

JH asked if any other councillor would like to stand as chair. No one did. JH stated that after 14 years as chairman he felt he had overstayed his time and intended to resign from WPC between 6 months and a year from now. JH encouraged local residents to volunteer to become parish councillors. RD proposed JH to continue as chairman; this was seconded by OC and agreed unanimously.

(b) To elect the vice-chairman of Wanborough Parish Council

JH noted that although OC was in the process of selling his house, OC was willing to continue as a WPC councillor until his eventual move date. JH proposed OC as vice-chairman; this was seconded by RD and agreed unanimously.

2. E-002 Review of standing orders

JH thanked KS for the updated standing orders which had been circulated to councillors ahead of the meeting. KS explained that key differences include strengthened provisions in Section 18 on financial controls and procurement to ensure compliance with current legislation and public contract thresholds. The structure and language throughout have been updated for clarity and consistency, with improved alignment to best practice in local government. Minor edits have also been made to better reflect the way the Council currently conducts business, Data protection references have been streamlined, with a signpost to separate policies for GDPR compliance. These changes aim to support good governance, transparency, and accountability in line with national standards. Subject to the correction of a few minor typos, the revised standing orders were approved unanimously.

3. E-003 Representation of the parish on Guildford Borough Council and Surrey County Council

(a) Surrey County Council

JH confirmed that SCC councillor MF would continue to represent the parish at SCC until the elections for the proposed new Surrey unitary councils, scheduled for May 2026.

(b) Guildford Borough Council

JH stated that the parish will continue to be represented by GBC councillors SB and MF until the elections for the proposed new Surrey unitary councils, scheduled for May 2026.

4. E-004 Review of asset Register

JH confirmed that everyone had received and reviewed a copy of the WPC asset register. The asset register was approved unanimously.

5. E-005 Review of insurance arrangements

JH stated that the Zurich insurance policy renewal premium had been reduced from last year by £20 to £313; this is due for payment prior to the renewal date of 1st June 2025. In answer to a question from a member of the public, JH confirmed that WPC had appropriate liability and asset insurance cover in place. It was unanimously agreed to renew the Zurich policy on the same terms as in the previous year.

6. E-006 Review and approval of parish councils' complaints procedure

JH checked that everyone had reviewed the copy of the complaints procedure as previously circulated by KS. It was agreed that no changes were required and the councillors unanimously approved these procedures for 2025-2026

The meeting was closed by the chairman at 7.40pm, with an Ordinary Meeting to follow immediately.

Wanborough Parish Council

DRAFT Minutes of the Ordinary Meeting of the Parish Council held on Tuesday 27th May 2025 at 7.45pm in Wanborough Village Hall

Meeting started 7.45pm

Those present: James Henry (chairman JH), Oscar de Chazal (OC), Matt Furniss (MF), Robert Drummond (RD), Kim Sweeting (clerk KS)

Apologies: Sallie Barker (SB), Martin Bramley (MB), Matthew Harrison (MH)

Members of the public were present.

1. E-007 Minutes of the last meeting on Tuesday 25th March 2025 to approve and sign.

JH confirmed that everyone had reviewed the draft minutes for Tuesday 25th March 2025 as previously circulated by KS. The minutes were agreed as being accurate and complete and then signed accordingly by JH.

2. E-008 Matters arising

Further to the decision by WPC councillors at their last meeting to contribute to Compton PC legal costs in challenging GBC's decision in late 2024 to approve Surrey University's application for the building of a solar farm, JH reported that the issue had been discussed at the GBC Planning Committee on 21st May 2025; draft minutes for which are available on the GBC website. JH then read out an extract from those minutes:

"A Judicial Review was launched by Compton PC on three grounds. Two of those grounds were accepted by GBC which were in relation to the sequential test and the interpretation of the test of enhancement. This was now with the High Court to determine. The application would then get returned to GBC and it would procedurally start from the beginning again with consultations being held. In depth conversations were currently being had between planners and the applicant regarding the sequential test and the areas that needed to be considered. In addition, it was noted that a technical issue had also arisen over the timing of the filing of papers submitted by Compton PC. Apparently, the papers had of no fault of Compton PC ended up in the wrong mailbox at the High Court resulting in a delay."

3. E-009 Update from SCC and GBC representative

SCC update (provided by MF)

Community funding – SCC has some good local examples of where this money has been spent in the past; (i) education display panels for the Great Barn (ii) accessibility and toilet improvements for the village hall. If residents know of any suitable projects MF stated that potential funds are now available.

Apprenticeship support – applications welcomed.

Farmers grants – MF reported that significant (diversification and growth) grants are now available to support local farmers facing financial difficulties, in particular following recent taxation policy changes.

Proposed Surrey Unitary Councils – JH asked MF for an update. MF reported that SCC's submission to central government proposed that Surrey to be split into two unitary councils:

East and West Surrey so as to best balance the high financial demands of both adult and child social care. The consultation process is expected to be completed in autumn 2025. In response to a question from a member of the public regarding Woking BC's current debt of circa £2bn MF confirmed that no new unitary authority would be willing or able to absorb such debt and that the problem was likely to remain with central government, as indeed it is at the moment.

MF confirmed that town and parish councils will not be affected by the new structure. However, no new parish councils are allowed to be formed, and if they were created they would not be able to collect a precept.

GBC update

MF said that he would provide a GBC update under the next agenda item.

4. E-010 Planning and enforcement updates

Status of recent applications

JH reported that application 24/P/00565 for conversion of old buildings to a residential dwelling on land at Puttenham GC had been refused at the GBC Planning Committee meeting on 21st May 2025 by 9 votes to 2.

JH asked councillors to review two recent planning applications (see below) and submit any comments to OC and KS.

- (i) 25/P/00435 | Variation of Condition 2 (approved drawings) of planning permission 21/P/01238, approved on appeal 26/5/2023, to allow for a change in siting and roof profile for the biomass boiler and pellet store. | West Flexford Farm, West Flexford Lane, Wanborough, Guildford, GU3 2JW. JH asked that councillors review the variations applied for.
- (ii) 25/P/00515 | Erection of single storey 4 bedroom house following demolition of existing dwelling | Wayover, Hogs Back, Seale, Farnham, GU10 1HE
RD declared a conflict of interest on this application, being a close neighbour. JH said that this application related to a previous application in 2024 that was only approved with conditions.

Status of Enforcement

MF provided an update on GBC enforcement work in respect of the multiple enforcement notices issued to plot owners in the lower Wanborough field. MF stated that GBC had two enforcement officers dedicated to this issue; steady progress was being made by GBC in respect of updated land registry information and due legal process, with periodic site visits where officers were accompanied by the police. MF answered questions from members of the public who remain very concerned at the ongoing activities and damage done on this site. MF asked that local residents continue to report any suspected unauthorised development or burning of noxious material, as this will add to the overall evidence base. It was agreed that, working with MF, WPC should prepare an information notice that sets out all the enforcement notices currently outstanding, as a useful handout to any new third parties considering purchase of any plot in this area. After discussion it was agreed that WPC should not initiate a petition regarding this matter at this time.

5. E-011 Traffic and road matters

A member of the public explained that he was trying to use what he thought was a public footpath (from West Flexford Lane to the hamlet) but was told he was on private land. He would like WPC to explore the historic facts about this specific footpath and restore it as a public right

of way, if that is the correct course of action. At the request of JH, the member of the public confirmed that he would be happy to help WPC investigate the matter.

OC noted a large pothole on the track outside the Granary. It was agreed that this should be logged by both MF and KS for attention by GBC.

OC also noted that a white car appeared to have been abandoned on the Hogs Back. Members of the public confirmed the car was still there today. KS agreed to log the problem.

6. E-012 Finances and cheques

Payments made since the last meeting:

Compton PC (legal costs) £1000

JH reported that bank charges had been introduced by Lloyds at £4.25/month

New payments approved:

Surrey ALC £119

Zurich 2025-26 insurance renewal £313

Approval of annual accounts and AGAR form 2

JH confirmed that all councillors had received and reviewed the draft annual accounts for WPC for the year ending 31st March 2025, as previously circulated by KS, together with the draft AGR forms. It was agreed unanimously that these annual accounts be formally approved. JH provided a brief recap of the annual AGAR forms that WPC were required to approve and submit by 30th June 2025. To that end councillors then approved the AGAR certificate of exemption, the AGAR annual governance statement and the AGAR annual accounting statements. It was further agreed that the clerk and JH should arrange for completion of the internal audit process and submit the completed forms as required.

7. E-013 Consultations

No outstanding consultations.

8. E-014 Date of next meeting

Wednesday 30th July 2025

9. E-015 Any other business

JH asked if anyone had anything else to raise. No one did.

The meeting was closed by JH at 20:48