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AGENDA
Councillors are summoned to attend the
MEETING OF FULL COUNCIL
at Burton Pavilion, Milford Heath Road, Milford
on Thursday 27th November 2025 at 8.00 pm

ClIr M Barnwell	ClIr G Hewett	ClIr L Mills	ClIr T Sollars
ClIr M Gale	ClIr B Kinnes	ClIr S Pepe	ClIr M Zwink-Mussard
ClIr J Grist	ClIr D Latimer	ClIr J Pettitt	Vacant
ClIr F Groves	ClIr R Lucas	ClIr L Simmons	Vacant

Distribution

Parish Councillors SCC Councillors Parish Notice
WBC Councillors Local Press Boards
Website

Members of the public who wish to state matters of concern with the Council are invited to do so at 7.50pm, prior to the meeting, which will start at the designated time of 8.00pm. Members of the public wishing to speak should contact the Clerk to obtain the password for access to the online meeting.

Sarah Nash
Parish Clerk

Date: 21st November 2025

To receive comments from members of the public on issues relating to the agenda.

1. To receive Apologies

2. Disclosure of Interests

To receive from members, in relation to any items included on the agenda for this meeting, declarations of interests which are required to be disclosed by the principles set out in Section 28 of the Localism Act 2011; and in accordance with the Witley & Milford Parish Council Code of Local Government Conduct.

3. Dispensations

The Clerk to grant dispensations to all members relating to the approval of the budget and the making of the precept.

4. Chair's Announcements

Members to note any announcements.

5. Clerk's Report

- Christmas office opening hours
- Locum Clerk
- Milford Christmas Lights switch on
- VOA decision

6. Matters Arising

Matters arising for information from the minutes of 30th October 2025.

- Amberley Road play area bid to transfer
- Busdens Pedestrian bridge

7. Approval of Minutes and Committee Reports

7.1 To approve and sign the Council minutes from the meeting held on the 30th October 2025.

and approve the minutes of the following meetings:

7.2 A&E	6 th November 2025
7.3 F&GP	13 th November 2025
7.4 Planning & Highways	19 th November 2025

8. Borough and County Councillors

To receive any short reports which are of relevance to Witley & Milford Parish Council.

9. Financial Matters

Appendix 1

9.1. To note the Council Income & Expenditure report for the period 1st April 2025 – 31st October 2025.

9.2. To note the Bank Account and Investment status as of 21st November 2025.

9.3. To approve and sign the list of payments made for October 2025.

10. Interim Internal Audit

Appendix 2

10.1. Members to note the Interim Internal Audit Report from April Skies Accounting.

10.2. Members are requested to approve the following items that will satisfy the internal auditor's recommendations, as set out in the Interim Internal Audit Report:

- 10.2.1** Members to approve the attached formal response stating the Council's compliance with paragraphs 1.47 to 1.54 of the Practitioner's Guide, relating to digital and data compliance.
- 10.2.2** Members to approve the budget amendments and virements set out in the attached report.
- 10.2.3** Having sought advice from Scribe, the Clerk now records allotment deposits as follows:
"Scribe works on a receipts and payments basis during the year, with the conversion to income and expenditure completed at year end. At year end, the deposits held can be entered as a receipt in advance adjustment to exclude this income from the accounts and show this money is not true income. During the year this will be managed through an earmarked reserve, to show this money is not available for day-to-day spending. You have correctly linked your cost code and reserve so the balance of deposits held will be updated automatically. The balance of deposits held in the earmarked reserve at year end will be used when entering the receipt in advance adjustment." Therefore no action is required; this will need to be accounted for properly at year-end.

11. Budget & Precept 2026-2027

Appendix 3

The recommendation from the Finance and General Purposes Committee is that the 2026-2025 Precept should be set at £300,800, which equates to a 6.22% increase on the Precept, and a 4.97% increase on a Band D equivalent property. Further details are set out in the attached report.

Members are requested to consider this recommendation, and to agree and set the Budget and Precept for 2026-2027. Members should note that any agreement should be subject to the Local Government Settlement which is not announced until mid-December, at which point it will be confirmed if Parish Council precept increases should be capped. If this is the case, Members will need to revisit the budget and Precept at the January Full Council meeting as the F&GP recommendation assumes no cap.

12. Asset Disposals and Additions

Members are requested to approve the disposal and additions of the following assets from the Asset Register as upgraded equipment has now been purchased:

- Disposal: 1 x computer monitor
- Disposal: 3 x desktop pc's
- Addition: 1 x computer monitor
- Addition: 1 x laptop

13. Use of Central Capital Fund

Appendix 4

Members are requested to approve expenditure of £5,000 from the Central Capital Fund for the purchase of a new tractor flail. Details contained with the report.

14. Waverley Borough Council Local Plan Regulation 18 Consultation

Members to consider responding to the consultation. The only issue raised to date is as follows.

“Should the Parish Council argue for an extension of the area identified as ‘Milford centre’. At the moment it appears to be only the parade of shops at the end of Church Road, near the roundabout. There could be an argument for a much larger area. This would include Tesco at the Godalming end and could extend as far as the smaller parade with the Chinese takeaway on Church Road, and at least include the village hall and the site of the proposed medical centre in the other.”

15. Councillors’ and Representatives’ attendance at meetings, seminars, consultations and minor report/matters for consideration at future meetings

16. Headline Items for the Council Website

Confidential session pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

None.

NEXT MEETING OF FULL COUNCIL: Thursday 29th January 2026