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AGENDA

**Councillors are summoned to attend the
ANNUAL MEETING OF THE COUNCIL
at Burton Pavilion, Milford Heath Road, Milford
on Thursday 28th May 2026 at 8.00 pm**

| | | | |
|-----------------|---------------|--------------|----------------|
| Cllr M Barnwell | Cllr F Groves | Cllr R Lucas | Cllr J Pettitt |
| Cllr M Gale | Cllr G Hewett | Cllr L Mills | Cllr L Simmons |
| Cllr D Latimer | Cllr B Kinnes | Cllr S Pepe | Cllr T Sollars |

Distribution

Parish Councillors SCC Councillors Parish Notice Boards Shadow WS Cllrs
WBC Councillors Local Press 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.

Robert Applegarth
Parish Clerk

Date: 21st May 2026

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

- Election of Council Chair**
Council to elect the Council Chair for the forthcoming year.
- Declaration of Acceptance of Office**
The duly elected Council Chair will make the Declaration of Acceptance of Office.
- Election of Council Vice-Chair**
Council to elect the Council Vice-Chair for the forthcoming year.
- Co-option of New Councillors**
Members are requested to consider and approve three applications. Should their applications be successful a decision should be made on which committees they should join, this is to be covered at Agenda Item 14.
 - Mr Lee Lobb
 - Mrs Angela Cale
 - Mr Andrew Coy
- To receive Apologies**

6. 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.

7. Chair’s Announcements

Members to note any announcements.

8. Clerk’s Report

Members to note any updates.

9. Matters Arising

Matters arising for information from the minutes of 30th April 2026.

10. Approval of Minutes and Committee Reports

10.1 To approve and sign Full Council minutes from the meeting held on 30th April 2026.

and approve the minutes of the following meetings:

10.2 A&E 7th May 2026

10.3 Planning & Highways 22nd April 2026, and 13th May 2026

11. Borough and County Councillors

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

12. Financial Matters

Appendix 1

12.1 To note the Income & Expenditure report for the period 1st April 2026 – 30th April 2026.

12.2 To approve and sign the list of payments made for April 2026.

12.3 Members to approve the schedule of direct debits, regular credit card payments & standing orders.

13. Delegation Arrangements to Committees, Sub-Committees, Working Parties and Employees (and other local authorities).

There are no amendments tabled to the current delegated responsibilities.

14. Committee, Sub-Committee, Group and Working Party Appointments

To note the nominees and appoint the membership of the following committees and groups. All membership numbers exclude the Chair and Vice-Chair of the Council, unless they are nominated to that committee, otherwise they attend ex-officio and are subsequently members of every committee, sub-committee and working party.

| Amenities & Environment (min 6) | Finance & General Purposes (min 6) | Planning & Highways (min 6) | Staffing (5 total) |
|---|---|---|--|
| Cllr Barnwell Cllr Gale Cllr Groves Cllr Hewett Cllr Kinnes Cllr Mills Cllr Pepe Cllr Sollars* TBC Cllr Cale TBC Cllr Lobb | Cllr Groves Cllr Hewett* Cllr Kinnes Cllr Lucas Cllr Simmons Cllr Sollars TBC Cllr Lobb | Cllr Barnwell Cllr Gale Cllr Hewett Cllr Kinnes Cllr Lucas Cllr Mills Cllr Pepe Cllr Pettitt* TBC Cllr Coy TBC Cllr Cale | Cllr Barnwell Cllr Hewett Cllr Pettitt Cllr Simmons Cllr Kinnes* |

15. Election of Committee, Sub-Committee, Group and Working Party Chairs

Following the appointment of committee, sub-committee, group and working party memberships, members must elect a chair for each. Only appointed members for each committee, sub-committee, group or working party should vote for their respective chair.

- 15.1 Amenities & Environment Committee
- 15.2 Finance & General Purposes Committee
- 15.3 Planning & Highways Group
- 15.4 Staffing Committee

16. Bank Mandates – Change to Signatories

If required, Members are requested to update the bank mandates to reflect the newly elected Committee and Group Chairs.

17. Committee, Sub-Committee, Group and Working Party Terms of Reference

Appendix 2

Members to review and adopt the Terms of Reference for each Committee, Sub-Committee and Group.

18. Appointment to Outside Bodies and Arrangements for Reporting Back

| Outside Body | Reports to | Nominee(s) |
|---|-------------------|---------------------------|
| The Burton Pavilion Management Committee | F&GP | Cllr Gale |
| Milford Village Hall Committee | F&GP | Cllr Lucas |
| The Chichester Hall Committee | A&E | Cllr Sollars? |
| Surrey Association of Local Councils (SALC) | Council | Council Chair |
| Waverley Joint Towns and Parishes | Council | Council Chair |
| SCC Western Villages | Planning | <i>Vacant</i> |
| Community Rail Partnership | Council | Cllr Pepe? |
| Witley Charitable Trust | Council | Cllr Barnwell & B Lambert |

19. Other Appointments

Tree warden: Members to consider reappointing Steve Dale as the Parish Tree Warden.

20. Council and Employees Memberships of Other Bodies

To note and review the list:

- 20.1 The Surrey County Playing Fields Association
- 20.2 Institute of Cemetery and Crematorium Management
- 20.3 SALC (the subscription includes membership of NALC)
- 20.4 Society of Local Council Clerks
- 20.5 Open Spaces Society
- 20.6 National Allotment Society
- 20.7 Campaign for Protection of Rural England

21. Lead Members

To appoint a lead member for each of the following, nominations received are shown:

| | |
|-----------------------------------|--------------|
| Brook, including Sandhills | Cllr Mills |
| Enton | Cllr Pepe |
| Milford | Cllr Hewett |
| Witley | Cllr Grist |
| Wormley | Cllr Mills |
| Highways | Cllr Pettitt |

22. Review of Internal Controls

Appendix 3

Members are requested to adopt the Council’s Review of Internal Controls.

23. Council Assets

Appendix 4

To note the Clerk’s report - ‘Statement of Assets - as of 31st March 2026’ and to approve and sign the statement of the Council’s Fixed Assets, as of 31st March 2026.

24. **Standing Orders** **Appendix 5**
Members are requested to review and adopt the attached Standing Orders.
25. **Financial Regulations** **Appendix 6**
Members are requested to review and adopt the attached Financial Regulations. Originally adopted at Full Council on 26 February 2026, Members are requested to consider defining the monthly and single item credit card spending limits at £1500. This would require an update to the card provider terms to this effect; allowing, where appropriate, for effective and efficient purchasing.
26. **Risk Management Strategy** **Appendix 7**
Members are requested to review and adopt the attached Risk Management Strategy.
27. **Calendar of Meetings** **Appendix 8**
Members to approve the new calendar of meetings for May 2026 – May 2027 inclusive.
28. **Adoption of Polices**
As required by the Standing Orders, Members are requested to adopt the following policies annually. No changes have been proposed since the last review so it is recommended that the existing policies remain in force. Members are to note that Clerk's details have been updated in the FoI Publication Scheme Document to reflect the recent change.
- Code of Conduct
 - Complaints Procedure
 - Freedom of Information Publication Scheme
 - Data Protection Policy
 - Document Retention Policy
 - Press, Media and Social Media Policy
29. **Councillors' and Representatives' attendance at meetings, seminars, consultations and minor report/matters for consideration at future meetings**
30. **Headline Items for the Council Website**
31. **Confidential session pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.**
None.

NEXT MEETING OF FULL COUNCIL: Thursday 25th June 2026