

# EAST HORSLEY PARISH COUNCIL

Clerk and Responsible Financial Officer: Mr Nicholas Clemens  
East Horsley Parish Council Office, Kingston Avenue, EAST HORSLEY, Leatherhead KT24 6QT  
[www.easthorsley.info](http://www.easthorsley.info) Telephone: (01483) 281148 e-mail [parishcouncil@easthorsleypc.org](mailto:parishcouncil@easthorsleypc.org)

3rd March 2018

## To Councillors of the East Horsley Parish Council

You are summoned to attend the Meeting of the East Horsley Parish Council to be held in the **Lovelace Room, East Horsley Village Hall, Kingston Avenue, East Horsley on Monday 19<sup>th</sup> March 2018** starting at **7.30pm**.

Members of the public and press have a right and are cordially invited to be present at the meeting. There will be an opportunity to address the Council between at 8.00p.m. and 8.15p.m.

*Nicholas Clemens*

Clerk and Responsible Financial Officer

## A G E N D A

1. **To accept apologies & reasons for absence in accordance with the LGA 1972, Sch12, Para 40.**
2. **Declaration of Disclosable Pecuniary Interests by Councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464).**
3. **Register of Interests – To declare any amendments (*members are reminded that any amendments must also be notified in writing to the Monitoring Officer, Guildford Borough Council, Millmead, Guildford, GU2 4BB*).**
4. **Declaration of Gifts or Hospitality over £25.**
5. **Minutes of the previous meetings. To be agreed & signed by the Chairman as a true & accurate record.**
6. **Chairman's Comments**
7. **Public Participation.**
  - 8.00p.m. to discuss items on the agenda and matters of interest with Borough and County Councillors.
8. **Planning and Environment Matters**

To accept the minutes of Planning & Environment Committee meetings held since the previous Council Meeting. *Applications considered attached – Appendix 4.*
9. **Financial Matters**
  - To approve the list of cheques amounting to £4,624.51 previously signed by authorised Councillors.

*Appendix 5 contains a list of cheques signed by councillors prior to the meeting.*

**10. To Agree the Clerk's Salary for 2018-19**

- The Council approved the Clerk's salary as laid out in his contract of employment and in line with the National Joint Council Agreement.

**11. To Agree the Standing Orders**

**12. To Agree the Financial Regulations**

**13. To Receive an Update on Thatchers Hotel**

- General Manager of Thatchers, Andrew Vales, will outline progress on the refurbishment.

**14. To Agree to Making a Contribution to Guildford Residents Association**

- Guildford Residents Association plan to have an Expert Witness to challenge housing needs at the Local Plan Examination. They need to raise £1,800, local parish councils have already made contributions. A contribution of £150 is suggested.

**15. To Agree a Grant to Raleigh School**

- A grant of £4,000 has been requested. This will be used for a new fire alarm and lockdown security.

**16. To Approve Expenditure on VAS Cameras**

- SCC have recommended replacing existing mobile signs with fixed signs. There are two phases, phase 1 Ockham Road, Phase 2 Forest Road.
- Phase 1 would be carried out in 2018 at a cost of £9,810.

**17. To Discuss the Parking Area Opposite Conisbee Butchers**

- The Conisbee family asked SCC if they could repair the area but this was refused as it is designated highway land.

**18. Task Group Progress Reports**

*(Leaders of the group are to brief the council on relevant progress)*

- Road Safety and Maintenance/VAS Traffic Calming/Lord Task Group  
*(Andrew Franklin)*
- Communication Task Group *(Stephen Groom)*
- Neighbourhood Plan *(Robert Taylor)*
- Community Activities & Allotments Task Group *(Linda Elliott)*
- Village Appearance Task Group *(Aileen Aitcheson)*
- Local Economy Task Group *(Stephen Skinner)*
- Woodland Task Group. *(John Carr)*

**19. To Approve the Date of the Next Meeting of the Council**

The Parish Council Meeting is scheduled for Monday April 23rd at 7.30pm in the Lovelace Room, East Horsley Village Hall.

***THE MINUTES OF PREVIOUS MEETINGS ARE AVAILABLE FOR VIEWING IN HORSLEY LIBRARY***

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### Appendix 4: **PLANNING & ENVIRONMENT COMMITTEE Report**

#### New planning applications considered by the Committee between 29<sup>th</sup> January 2018 & 27<sup>th</sup> February 2018

and dealt with under delegated authority:

Application	Committee Response
Post Office, 12 Station Parade, East Horsley, Leatherhead, KT24 6RU Ref. No: 18/P/00071	No Objection
Post Office, 12 Station Parade, East Horsley, Leatherhead, KT24 6RU Ref. No: 18/P/00149	Objection
Blue Hayes Cottage, Surrey Gardens, Effingham Junction, Leatherhead, KT24 5HF Ref. No: 18/P/00123	No Objection
The Post House, Ockham Road South, East Horsley, Leatherhead, KT24 6RU Ref. No: 17/P/0244	No Objection
Laurel Corner, High Park Avenue, East Horsley, Leatherhead, KT24 5DD Ref. No: 18/P/00135	No Objection
Glengall, Pennymead Drive, East Horsley, Leatherhead, KT24 5AH Ref. No: 18/P/00129	No Objection
Telephone Exchange, Ockham Road South, East Horsley, Leatherhead, KT24 6RW Ref. No: 18/T/00021	No Objection
Farr Cottage, Ockham Road South, East Horsley, Leatherhead, KT24 6QE Ref. No: 18/P/00176	No Objection
Westwind, Lynx Hill, East Horsley, Leatherhead, KT24 5AX Ref. No: 18/P/00212	No Objection
Dalnagairn, Highfields, East Horsley, Leatherhead, KT24 5AA Ref. No: 18/P/00217	No Objection
Fair Winds, Manor Close, East Horsley, Leatherhead, KT24 6SB Ref. No: 18/P/00270	Objection
The Duke Of Wellington, Guildford Road, East Horsley, Leatherhead, KT24 6AA Ref. No: 18/T/00042	No Objection

**DECISIONS reported by Guildford Borough Council between 30<sup>th</sup> January 18 & 12<sup>th</sup> March 18**  
*Only applications approved by Guildford Borough Council to which the Parish Council had objected, and applications refused by GBC or withdrawn, are reported here*

Reference	Location	P&EC Response	GBC Decision
Ref. No: 17/P/02449	The Post House, Ockham Road South, East Horsley, Leatherhead, KT24 6RU	No Objection	Refuse

**APPEALS Submitted or Decided between 13<sup>th</sup> February 2018 & 12<sup>th</sup> March 2018**

Reference	Location	Proposal	Appeal Submitted	Appeal Decided	Outcome
None					

## Appendix 5: PAYMENTS APPROVED

### Cheques Signed by Councillors between 20<sup>th</sup> December 2017 & 30<sup>th</sup> January 2018

Payment Type	Date	Payee	Reason	Powers	Amount £	Signatory 1	Signatory 2
Internet	22/02/18	Simply Print	Banner	LGA 1972 S142	90.00	SJS	JC
Internet	22/02/18	Mulberry Co	Internal Audit	LGA 1972 S111	232.68	SJS	JC
Internet	22/02/18	B Aldred	Webmaster	LGA 1972 S142	264.00	SJS	JC
Internet	22/02/18	St Martin's Church	Churchyard Maintenance	LGA 1972 S215	315.70	SJS	JC
Internet	22/02/18	GBC	Xmas Lights	LGA 1972 S145	3,722.13	SJS	JC
				Total	4,624.51		

### Standing Orders and Direct Debits Currently In Force

Frequency	Payee	Powers	Amount £	VAT reclaimable
Monthly	Surrey County Council - employer and employee pension contributions	LGA 1972 s.111	£432.19	No
Monthly	Scottish & Southern Electricity (SSE) - streetlighting	Highways Act 1980	Variable £35.00	Yes
Monthly	Mr & Mrs Little (Storage)	LGA 1972 s111	£90.00	No
Monthly	PlusNet broadband, phone line rental and calls	LGA 1972 s.111	Variable ~£31	Yes
Monthly	Clerk Salary	LGA 1972 s.111	£1,518.23	No
Monthly	Guildford Borough Council - parking enforcement	Road Traffic Act 1984	£131.42	Yes
Annual	Information Commissioner – registration under the Data Protection Act	LGA 1972 s.111	£35.00	No

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13<sup>th</sup> March 2018

**Minutes of a Meeting of the Parish Council Finance & Risk Management Committee held in the Parish Council Office, East Horsley Village Hall, Kingston Avenue, East Horsley, on 12<sup>th</sup> March 2018 at 10.00 am.**

**ATTENDANCE:**

Chairman Stephen Skinner, John Carr, Aileen Aitcheson and Nicholas Clemens (Clerk).

**55. To Receive and Accept Apologies for Absence**

1. None

**56. Declaration of Disclosable Pecuniary Interests by Councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. (SI 2012 No. 1464).**

2. None.

**57. Register of Interests – To declare any amendments (*members are reminded that any amendments must also be notified in writing to the Monitoring Officer, Guildford Borough Council, Millmead, Guildford, GU2 4BB*).**

3. None

**58. Declaration of Gifts or Hospitality over £25.**

4. None

**59. Review the Deposit Account Balances**

5. It was agreed the figures were accurate.

**60. To Agree to the Transfer of Funds**

6. The Committee agreed to transfer £20,000 from the Unity Trust Deposit Account to the Unit Trust Bank Account once the first instalment of the precept is received in April.

**61. To Review the Standing Orders and Financial Regulations**

7. The Committee were satisfied the Standing Orders were appropriate. Changes to the Financial Regulations were agreed and these would be recommended to the Council on 19<sup>th</sup> March.

**62. Next F&R Meeting**

8. The next meeting of the Finance & Risk Committee will be 10.00am 16th April 2018

*Chairman*