

# EAST HORSLEY PARISH COUNCIL

Clerk and Responsible Financial Officer: Mr Nicholas Clemens  
East Horsley Parish Council Office, Kingston Avenue, EAST HORSLEY, Leatherhead KT24 6QT  
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draft as at 16th February 2021

## **Minutes of the Meeting of the Parish Council held by Video Conference, on Monday 15<sup>th</sup> February 2021 at 7.30pm.**

**ATTENDANCE:** Robert Taylor (Chairman) Councillors; Stephen Skinner, Aileen Aitcheson, Colin Carmichael, Steve Punshon, Andrew Franklin, Steve Harvey, Holly Haling. Clerk Nick Clemens, SCC Councillor Julie Iles and 3 members of the public.

### **127 To Receive and Accept Apologies for Absence. in accordance with LGA 1972, Sch12, Para 40**

- 1 Antony Etwell

### **128 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

### **129 To Agree and Sign the Minutes of the Previous Meeting held on 4th January 2020.**

3. The minutes of the previous meetings were agreed as an accurate record. They were signed by the Chairman.

### **130 Chairman's Comments**

4. No Comments

### **131 SCC & GBC Update**

5. SCC Cllr. Julie Iles reported that the latest data showed a steady fall in Covid-19 infection rates and the rollout of the vaccine is proceeding well.
6. Julie Iles asked if the PC could raise awareness of the Brick Kiln Farm enforcement appeal and the process for making a comment the closing date for this is 24<sup>th</sup> February.
7. Julie Iles has funds for highway maintenance projects. The PC is encouraged to make requests for funding by the beginning of March.
8. Julie Iles confirmed that the government has shelved any proposals for Unitary Authorities

### **132 Questions from Members of the Public**

9. A resident asked whether The Drift is being resurfaced. Cllr. Julie Iles confirmed this was planned.
10. A resident asked if the circle of tulip bulbs at Kingston Meadow could be protected from being cut or walked on.

### **133 Planning & Environment Committee**

11. The Council reviewed the report on Planning & Environment Committee Meetings held since the previous council meeting (Appendix 4).

### **134 Financial Matters**

12. The list of cheques issued since the previous meeting were approved, these totalled £6112.50. (Appendix 5)

**135 To Agree the Risk Assessment & Management Policy**

13. The adopted the policy.

**136 To Agree Expenditure on Road Signs**

14. The Council agreed expenditure of £322.45 on road signs.

**137 To Discuss GBC's Latest Proposal for Kingston Meadow Parking Regime**

15. The Council agreed to express concerns that the imposition of ticket machines represented significant urbanisation in a rural area and would be wholly out of keeping with the character of the locality.

**138 To Discuss a Response to the Local Government Boundary Commission Review to GBC Ward Boundaries**

16. The Council agreed that it was content with the current Clandon and Horsley Wards

**139 To Agree Membership of Surrey Association of Local Councils**

17. The Council agreed to membership of the new organisation.

**140 To Agree Expenditure in The Forest**

18. The Council agreed to expenditure of £880 to upgrade a bridge. The Council thanked Julie Iles for providing £500 from her Members Allocation towards this project.

**141 Task Group Progress Reports**

19. Communications Group. (*Andrew Franklin*) The Spring newsletter is in progress. Media training has been organised for 23<sup>rd</sup> February.
20. Climate Change Group. (*Antony Etwell*) EHPC are working closely with WHPC and other parishes. It is important to recruit residents to the group. The newsletter will feature an article encouraging engagement.
21. Events Group. (*Stephen Skinner*) It is still hoped to have the 4<sup>th</sup> July event but if Covid restrictions are still in place the 5<sup>th</sup> September has been set as an alternative. Discussions are ongoing with WHPC about their plans. Steve Harvey is pursuing sponsorship.
22. Road Safety and Maintenance. (*Andrew Franklin*) Notes from the recent meeting have been circulated. Bishopsmead Parade road safety project will start in February and a reduction in the speed limit between Downside and Effingham Junction on Horsley Road will be reduced to 40mph.
23. Village Appearance Group. (*Aileen Aitcheson*) Due to Covid-19 the proposed litterpick will not go ahead. Gardeners are blowing leaves onto the highway which is littering offence. The planters will soon be planted up for spring.
24. Horsley Community Group. (*Holly Haling*) Holly thanked Stephen Skinner for mentoring her, his support is invaluable. Conversations have been held with the head of The Raleigh School and local parents.
25. Business Liaison Group (*Colin Carmichael*). No Report
26. Woodland, Meadow and Footpath Group. (*Steve Punshon*) Volunteers have carried out important clearance work in both The Forest and Great Ridings Wood. It is proposed to hold a working party in Wellington Meadow in spring.
27. Railway Group (*Stephen Groom*) No Report.

**142 Project Groups Significant Updates**

32. Forest Road Footpath. SCC Highways Engineer is meeting a contractor to discuss the construction to ensure it meets SCC requirements.
33. Ultrafast Broadband. Colin Carmichael thanked the five members of the team for their commitment that has resulted in a resounding success to this point. Gigabit Vouchers in excess of the £900,000 were committed within 48hrs of the project

- launch, this now stands at £1.3 million. The next step is to encourage residents who have donated their voucher to confirm their commitment to DCMS.
34. Storeroom. Planning consent has been received for a new storeroom at the rear of the village hall. The next stage is to obtain a licence to alter with GBC.
35. Your Fund Surrey. Julie Iles will keep the PC updated on progress
36. Kingston Meadow Trim Trail. Steve Harvey and Holly Haling met representatives from GBC, they walked the proposed circuit. GBC will provide firm detail of what is required and an indication of cost.
- 143 Report on External Meetings**
37. Robert Taylor had a meeting concerning the future of Horsley library with representatives of SCC, together with Cllrs Carmichael & Haling and Rhys Beynon, chair of the Friends of Horsley Library. The meeting was chaired by Julie Iles.
38. Aileen Aitcheson attended a regular Neighbourhood Connectors meeting. A planning meeting reviewing the Effingham housing development and a meeting to discuss Brick Kiln Farm.
- 144 Farmers Market.** This item was held in camera due to its sensitive commercial nature.
- 145 To Approve the Date of the Next Meeting of the Council**
34. The next meeting is scheduled for Monday March 22nd at 7.30pm by video conference.

N Clemens Clerk & RFO

16/02/2021

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## **Appendix 4: PLANNING & ENVIRONMENT COMMITTEE Report** **New planning applications considered by the Committee** **between 1<sup>st</sup> January 2021 & 8<sup>th</sup> February 2021** **and dealt with under delegated authority:**

<b>Application</b>	<b>Committee Response</b>
Halloween Cottage, Forest Road, East Horsley, Leatherhead, KT24 5ES Ref. No: 20/P/02090	No Objection
Manor Farm, East Lane, West Horsley, Leatherhead, KT24 6HQ Ref. No: 20/P/02067	Objection
Cedar House, Lark Rise, East Horsley, Leatherhead, KT24 6TN Ref. No: 20/P/02114	Objection
Mellstock, Longhurst Road, East Horsley, Leatherhead, KT24 6AF Ref. No: 20/P/02143	No Objection
Ryecroft, Surrey Gardens, Effingham Junction, Leatherhead, KT24 5HF Ref. No: 20/P/02151	No Objection
Petwood, Forest Road, East Horsley, Leatherhead, KT24 5BL Ref. No: 20/P/02148	No Objection
Chalk Pit Rise, Chalk Lane, East Horsley, Leatherhead, KT24 6TL Ref. No: 20/P/02150	No Objection
Woodside, The Highlands, East Horsley, Leatherhead, KT24 5BG Ref. No: 20/P/02174	Objection
Dulverton, Old Rectory Lane, East Horsley, Leatherhead, KT24 6QH Ref. No: 20/P/02199	No Objection
White House, Forest Road, East Horsley, Leatherhead, KT24 5BA Ref. No: 20/P/02212	No Objection
Walnut Tree House, Park Horsley, East Horsley, Leatherhead, KT24 5RZ Ref. No: 20/P/02228	No Objection
Banchory, Woodland Close, East Horsley, Leatherhead, KT24 5AR Ref. No: 21/T/00020	No Objection
Wildcroft, Farm Lane, East Horsley, Leatherhead, KT24 5AB Ref. No: 21/P/00112	No Objection
High Park, Glendene Avenue, East Horsley, Guildford, KT24 5AY Ref. No: 21/P/00106	No Objection
Petit Tor, Norrels Drive, East Horsley, Leatherhead, KT24 5DL Ref. No: 21/P/00089	Objection

**DECISIONS reported by Guildford Borough Council between 1<sup>st</sup> January 2021 & 8<sup>th</sup> February 2021**

*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
None			

**APPEALS Submitted or Decided between 1<sup>st</sup> January 2021 & 8<sup>th</sup> February 2021**

Reference	Location	Proposal	Appeal Submitted	Appeal Decided	Outcome
19/P/02222	Buren, Surrey Gardens, Effingham Junction, KT24 5HF	Proposed erection of one 3 bedroom house and detached car port and workshop	14/12/2020		

## Appendix 5: PAYMENTS APPROVED

Payments Authorised by Councillors between 1<sup>st</sup> December 2020 & 31<sup>st</sup> December 2020

Payment Type	Date	Payee	Reason	Powers	Amount £	Signatory 1	Signatory 2
Internet	09.12.20	TCWS	Newsletter	LGA 1972 s142	576.00	SJS	SP
Internet	09.12.20	TCWS	Website Hosting	LGA 1972 s142	216.00	SJS	SP
Internet	09.12.20	Rialtis	Omega Support	LGA 1972 s111	312.00	SJS	SP
Internet	09.12.20	Gristman	Tree Removal	Highways Act 1980	216.00	SJS	SP
Internet	09.12.20	N Clemens	Flowers	LGA 1972 s111	30.00	SJS	SP
Internet	09.12.20	Prodrainage	Toilet Maintenance	PHA 1936	273.00	SJS	SP
Internet	09.12.20	Jason Lee	Toilet Cleaning	PHA 1936	600.00	SJS	SP
Internet	11.12.20	Jason Lee	Village Warden	Highways Act 1980	528.00	SJS	SP
Internet	21.12.20	Howard of Effingham	Henry Smith	LGA 1972 s137	300.00	AJA	SP
Internet	21.12.20	St Lawrence School	Henry Smith	LGA 1972 s137	300.00	AJA	SP
Internet	21.12.20	St Martins Church	Henry Smith	LGA 1972 s137	100.00	AJA	SP
Internet	21.12.20	St Matthews School	Henry Smith	LGA 1972 s137	120.00	AJA	SP
Internet	21.12.20	Raleigh School	Henry Smith	LGA 1972 s137	660.00	AJA	SP
Internet	21.12.20	Cobham Foodbank	Henry Smith	LGA 1972 s137	200.00	AJA	SP
Internet	21.12.20	Simply Print	Newsletter	LGA1972 s142	846.00	AJA	SP
Internet	21.12.20	B Aldred	Comms.Co	LGA1972 s142	817.50	AJA	SP
Internet	31.12.20	Unity Trust	Qtly Charge	LGA1972 s111	18.00		
				Total	6112.50		

### 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	£510.93	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 £38.00	Yes
Monthly	Clerk Salary	LGA 1972 s.111	£1,566.75	No

Monthly	Smile It Office 365 Application	LGA s.142	1972	£81.60	Yes
Annual	Information Commissioner – registration under the Data Protection Act	LGA s.111	1972	£35.00	No

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28th January 2021

### **Minutes of a Meeting of the Parish Council Finance & Risk Management Committee held by Video conference, on 28<sup>th</sup> January 2021 at 11.00 am.**

#### **ATTENDANCE:**

Aileen Aitcheson Chairman, Robert Taylor, Steve Punshon and Nicholas Clemens (Clerk).

#### **1. To Receive and Accept Apologies for Absence**

1. Stephen Skinner

#### **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).**

2. None.

#### **3. Review the Deposit Account Balances**

3. It was agreed the figures were accurate.

#### **4. Bank Signatories and Transfers**

4. The Clerk updated the Committee on progress with changing signatories to bank accounts and completing transfers. Restrictions with Covid-19 were causing delays with finalising these actions

#### **5. To Agree Q3 Outturn and Year End Projections**

5. The Committee agreed the expenditure figure of £78384. this is in line with the budget. Projections for the year end showed year end expenditure of £105500.

#### **6. Q2 & Q3 Bank Reconciliation**

6. Steve Punshon carried out the reconciliation and was satisfied that account balances matched the balance sheet and invoices were recorded accurately .

#### **7. Next F&R Meeting**

7. The next meeting of the Finance & Risk Committee will be 11.00am 22nd April 2021

*Nick Clemens Clerk*