

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 18th May 2021

Minutes of the Meeting of the Parish Council held by Video Conference, on Monday 17th May 2021 at 7.30pm.

ATTENDANCE: Robert Taylor (Chairman) Councillors; Stephen Skinner, Holly Haling, Aileen Aitcheson, Steve Punshon, Antony Etwell, Andrew Franklin, Colin Carmichael. Clerk, Nick Clemens.

1 To Receive and Accept Apologies for Absence. in accordance with the LGA 1972, Sch12, Para 40

1. None

2 Election of Chairman of the Parish Council

2. Robert Taylor was elected Chairman and signed the declaration of acceptance of office.

3 Election of Vice-Chairman

3. Aileen Aitcheson was elected Vice-Chairman and signed the declaration of acceptance of office.

4 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).

4. None

5 To Agree and Sign the Minutes of the Previous Meetings held on 26th April 2021.

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

6 Chairman's Note

6. The Chairman proposed a vote of thanks to Julie Iles for the support she gave East Horsley over the four years she was SCC Councillor. Councillors agreed that her contribution to the village was valued.

7 Terms of Reference for 2021/2022 for Parish Council Committees, Task Groups, and Representatives on External Working Parties

Committees have powers formally delegated from the main Council. Their meetings are public and their agendas must be publicly advertised and proceedings minuted afterwards. Task groups and working parties are less formal, have no delegated powers or budget, can include participants who are not Council members, and meet as required to implement main Council decisions – ie to get things done.

7. Horsley Neighbourhood Plan will be addressed through The Planning and Environment Committee will be responsible for

- monitoring and taking action on local environmental threats and problems
- reviewing and responding to Planning Authority consultation documents
- reviewing and commenting on individual planning applications.
- meeting about 25 times a year.

8. The Finance and Risk Management Committee will be responsible for

- budget and precept planning
- completion of the Annual Return
- reviewing the effectiveness of internal audit; approving the annual internal plan; and considering and acting on any audit issues arising

- financial and operational risk assessment and risk management, including asset management procedures
 - governance as set out in the Standing Orders
 - It will meet 4-8 times a year.
- 9 Personnel Committee
- The committee will meet as required to manage all aspects of staff activities. Including recruitment and disciplinary issues.
- 10 The Village Appearance Task Group will be responsible for
- liaison on cleansing issues with Guildford Borough Council, and liaison on cleansing and associated road and verge maintenance issues with Surrey County Council
 - pavement patrols as necessary to identify overgrowing hedges, road surface defects, etc
 - planning and organisation of Village Litter Pick events and similar.
 - The Task Group will also oversee the maintenance contracts covering the shoppers' car park, landscaped areas and it will steer any Parish Council projects undertaken for landscape improvements.
- 11 Communications Task Group
- will provide assistance with newsletter development, editing, and distribution. The group will also take a lead in developing and maintaining the Parish Council website and making digital media posts.
- 12 The Road Safety and Maintenance Task Group will be responsible for:
- Liaising with SCC Highways and Surrey Police road safety officers. Reviewing road signage and sightlines. Monitoring the use and effectiveness of the Council's Vehicle Activated Signs.
 - The Task Group may wish to co-opt members of the Community Speed Watch team for this purpose (CSW volunteers will actually operate and service the signs). The Task Group could also handle any further LORD (Lorries off Rural Detours) activity.
- 13 Climate Change Task Group
- Will investigate and promote ideas to improve the environment.
 - The group will liaise with local parishes to develop a common Climate Change approach.
- 14 The Events Task Group:
- Parish Council Festivals.
 - Liaising with West Horsley PC on events
- 15 The Countryside Task Group:
- Addresses environmental issues impacting our rural countryside and oversees the management of three green spaces directly owned by EHPC – Great Ridings Wood, The Forest and Wellington Meadow. The group will liaise with The Woodland Trust who manage Great Ridings Wood and Surrey Wildlife Trust who manage The Forest. To ensure that the woodland management plans provide amenity value to the community whilst protecting and promoting the natural habitat. The group will directly manage Wellington Meadow using volunteers to assist as necessary.

- 15 Business Liaison Task Group terms of reference are:
- working to help promote and support East Horsley businesses
 - liaising with local businesses and local business groups to identify ways in which the Parish Council can help business growth and job creation
 - helping identify obstacles to the growth of local businesses and taking any possible steps to remove these
 - considering the interests of homeworkers in the community and how to further these
 - liaising with the Planning and Environment Committee and PC task groups as appropriate to help achieve the above objectives
 - liaising with the Farmers Market CIC
- 16 Railway Task Group:
- To improve the experience of using Horsley and Effingham Junction stations, including their environment, accessibility, outlook and facilities. In this way, both stations can become more of an amenity for the communities they serve rather than just points of access to railway services. Also, through enabling direct community involvement in shaping how rail users can interact with the stations, engendering a sense of “ownership” and pride among not only the adoption teams but also the wider communities that the teams represent.
- 17 Community Task Group:
- Liaise with residents, West Horsley PC, West Horsley Place, Surrey Police and JAG to promote a safe environment for residents in East Horsley.
- 8 To Elect Committee Members and Make Other Appointments for the Year 2021/22**
- 18 The Council appointed Robert Taylor (committee chairman), Andrew Franklin, Steve Punshon, Antony Etwell, Colin Carmichael, Aileen Aitcheson and Stephen Skinner to the Planning and Environment Committee. Stephen Skinner and Aileen Aitcheson will only attend if a meeting would not otherwise be quorate.
- 19 The Council appointed Aileen Aitcheson (committee chairman), Robert Taylor, Stephen Skinner, Steve Punshon, to the Finance and Risk Management Committee. The Clerk will also be a member.
- 20 The Council appointed Antony Etwell (group chairman) and Andrew Franklin to the Climate Change Task Group. Resident members are Alex Veys, Sabrina Dar Watkin and Brenda Aldred
- 21 The Council appointed Aileen Aitcheson (group chairman), Robert Taylor and Steve Punshon and Stephen Skinner to the Village Appearance Task Group. The Clerk will also be a member.
- 22 The Council appointed Andrew Franklin (group chairman), Holly Haling and Steve Harvey to the Communications Task Group. Resident members are Brenda Aldred, Keith Noble and Chris Jany.
- 23 The Council appointed Andrew Franklin (group chairman) Robert Taylor and Aileen Aitcheson to the Road Safety and Maintenance Task Group. Keith Noble will be a resident member.
- 24 The Council appointed Steve Punshon (group chairman) and Robert Taylor as members of the Countryside Task Group. Brian Austin and Harry Eve will be resident members.
- 25 The Council appointed Stephen Skinner (group chairman), Steve Harvey and Holly Haling as members of the Events Task Group.
- 26 The Council appointed Colin Carmichael (Group Chairman) and Aileen Aitcheson to the Business Liaison Task Group. James Harper, Mark Kavanagh, Katie Mathews and Terri Wood will be resident members
- 27 Stephen Skinner and Aileen Aitcheson are the Parish Council trustees for the East Horsley Henry Smith Charity. The Parish Clerk is secretary and trustee to the local Henry Smith Charity. Other Trustees are Renos Pittarides and Roy Proctor.

- 28 The Council appointed Stephen Groom (group chairman) and Andrew Franklin as members of the Railways Task Group.
- 29 The Council appointed Holly Haling (Group Chairman) and Stephen Skinner as members of the Community Task Group. The Clerk will also be a member.
- 30 Disability Access Adviser. Vacant

9 To Agree Asset Inspection Responsibilities

- 31 The responsibilities for inspecting various Parish Council assets and items of land are managed by the Clerk, the Village Warden will carry out repairs as directed.

	Quarterly	6 Monthly	Annual
Wellington Meadow, The Forest and Great Ridings Wood		Steve Punshon	Clerk
Street Furniture	Clerk		
Street lighting	Aileen Aitcheson		Clerk

10 To Confirm the Dates, Times and Places of Future Meetings of the Council and its Committees, and the Date of the Next Council Meeting

- 32 The Council approved the schedule of Parish Council meetings and P&EC meetings for the rest of 2021-22 as attached (Appendix 4).

11 To Agree Resumption of Public Meetings

- 33 The Council agreed that in line with Covid 19 regulations the PC meeting of 17th July will be a public meeting held in the Village Hall. It was further agreed that an open public meeting would be held in September.

12 Anti Social Behaviour Update

- 34 Cllr. Holly Haling gave an update on recent anti social behaviour in Kingston Meadow, West Horsley Place woods and Station Parade. Levels of activity had dropped recently but still represented an issue to residents. Holly, Stephen Skinner and the Clerk regularly join JAG, a multi agency group run by GBC, to outline the issues. It has been noticed that police activity has increased and contact has been made with the local PCSO who has agreed to patrol KM and the woods regularly when on shift, she will also remind local shops not to sell alcohol to underaged youths. Higher levels of adult presence on the meadow will deter the more disruptive youths and improve behaviour of others. Promoting usage of the MUGA by organising a booking system may also curtail incursions of the space.

13 The next Parish Council Meeting is set for Monday June 7th at 7.30pm by Video Conference

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

Clerk, Nick Clemens

18th May 2022

EAST HORSLEY PARISH COUNCIL

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May 2021

Parish Council Meeting Dates for 2021-22

Parish Council meetings will be held in the Lovelace Room, East Horsley Village Hall, on Mondays as shown below, normally starting at 7.30pm. Residents are invited to attend the meetings and may address Councillors about parish matters during Public Question Time:

2021	May 17th Annual Meeting	2022	January 10th
	June 7th		February 14th
	July 17th		March 21st
	September 6th		April 25th
	October 18th		May 16th
	December 6th		

The 2021-2022 Annual Parish Meeting will be held on Thursday May 12th 2022 at 7.30pm in the Main Hall.

Planning & Environment Committee Meeting Dates for 2021-22

The Parish Council has a statutory right to be notified of every planning application submitted relating to the parish, and to make representations to the Planning Authority (Guildford Borough Council). The Parish Council delegates the consideration of planning applications to its Planning & Environment Committee (which also monitors local environmental threats and problems). Members of the public are invited to attend the Committee's meetings and make representations.

Planning & Environment Committee meetings will take place on Mondays (unless otherwise stated below) at 7.30pm in the Lovelace Room, East Horsley Village Hall:

2021	May 18th	2022	January 11th (Tuesday), 24th
	June 1st(Tuesday), 14th, 28th		February 7th, 21st
	July 13th, 26th		March 7th, 22nd (Tuesday)
	August 16th, 31st		April 4th, 19th (Tuesday)
	September 13th, 27th		May 3rd (Tuesday), 17th(Tuesday)
	October 11th, 25th		
	November 8th, 22nd		
	December 13th		

Litterpick: 25th September 2021, March 19th 2022

Nicholas Clemens
Clerk and Responsible Financial Officer