

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 25th September 2017

Minutes of the Meeting of the Parish Council held in the Lovelace Room, East Horsley Village Hall, Kingston Avenue, East Horsley, on Monday 18th September 2017 at 7.30pm.

ATTENDANCE: Stephen Skinner (Chairman) Councillors; Andrew Franklin, Linda Elliott, Robert Taylor, Stephen Groom, Aileen Aitchison, Steve Punshon. Clerk, Nick Clemens; GBC Councillors, Jenny Wicks, David Reeve and Matt Sarti and seven members of the public.

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

1. John Carr.

58. 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

59. Register of Interests – To declare 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 received

60 To Agree and Sign the Minutes of the Previous Meetings Held on 17th July 2017.

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

61 Chairman's Comments

5. The Chairman thanked Councillors for the hard work they had put in over the summer period.

6. The Chairman welcomed GBC Councillor David Reeve to the meeting and commented on his treatment by the Corporate Governance and Standards Committee.

7. The Chairman reported that he had recently presented prizes at the Horsley Horticultural Society Autumn Show. He was impressed with the quality of exhibits and was pleased to see the Horsleys working together.

62 Public Participation

8. There were mixed views on the cost of providing public toilets.

9. Rex Butcher updated the Council on progress with road sign maintenance.

10. David Reeve expressed disquiet at the proposed reduction in funding for St Martins Court by SCC. He asked if the Council would be making representation to SCC by the 26th September deadline, the Chairman confirmed that it would.

63 Planning & Environment Committee

11. The Council accepted the report on Planning & Environment Committee Meetings held since the previous council meeting (Appendix 4).
12. Robert Taylor reported that the Committee had received 74 applications YTD, 75% of decisions were in line with GBC Planning.

64 Financial Matters

13. The list of cheques issued since the previous meeting were approved, these totalled £20,947.57 (Appendix 5).
14. The Council accepted the Q1 Outturn Expenditure.

65 Footpath 99 West Horsley to East Horsley

15. Councillors from West Horsley made representations to the Council to upgrade the footpath to include a cycleway. The Council supported a feasibility study being carried out, Bob Spackman volunteered to carry this out in the early part of 2018 when vegetation has died back.

66 Amendments to Standing Orders

16. The Council agreed to change the maximum period a Chairman can stand for re-election from 3 to 5 consecutive years.
17. The Council agreed to change the maximum period a Vice Chairman can stand for re-election from 3 to 2 consecutive years.

67 Public Toilet Kingston Meadow

18. A decision on this was deferred for talks to be carried out with the village hall on use of existing facilities.

68 September Litter Pick

19. Councillors were reminded that Saturday September 30th 10am-Midday was agreed for the Autumn litter pick.

69 Expenditure on 2 Back up Discs

20. The Council agreed to spend £100 on two back up discs. *LGA 1972 s111*.

70 Expenditure on Glutton Spares

21. The Council agreed to spend £627.63 on spare parts for the Glutton street cleaner. *Highways Act 1980 s96*.

71 Expenditure on Oki Ink Drums

22. The Council agreed to spend £128.03 on 3 replacement image drums. *LGA 1972 s111*.

72 Expenditure on Road Signs

23. The Council agreed to spend £300 replacing road signs. *Highways Act 1980 s96*.

73 Expenditure on Picture Frames

24. The Council agreed to spend £293.34 on twelve frames to display the Newsletter at the village hall. *LGA 1972 s142*

74 Cultural Festival 2018

25. A provisional date of 24th June 2018 was agreed.
26. The Council agreed a budget of £6,000

75 Allotment Management Fee

27. Grace and Flavour have offered to hold the fee at £566 per year for the next 3 years, the Council accepted this.

76 Expenditure on Allotment Maintenance

28. Agreement on this was deferred until a grant application is received.

77 Station Parade Re-Surfacing Update

29. Jason Lofty, SCC Highways Engineer, is preparing alternative proposals for the resurfacing specification to ensure the most effective result is achieved.

78 Wisley Appeal Update

30. Robert Taylor reported that all evidence had been submitted and the appeal starts on 19th September. Highways England has become a late Rule 6 party, their objection relates proposed changes on the A3 slip roads at Burnt Common.

31. The Clerk reported that £9,350.03 had been spent to date and the estimate for total expenditure is £53,000, this is within the budgeted figure.

79 Task Group Progress Reports

32. Road Safety and Maintenance/VAS Traffic Calming/Lord Task Group. (*Andrew Franklin*) A meeting was recently held with SCC Highways and a report will be provided shortly. The sign stump at Forest Road triangle has now been removed and a new non-illuminated sign will be installed. The pinch point on ORS at Conisbee's will have 'SLOW' markings in the road. Potholes have been filled in Station Approach. Thanks to Rex Butcher road signs are improving. Fly Tipping is becoming an increased problem.

33. Communication Task Group. (*Stephen Groom*) The group is preparing content for the winter newsletter. A phone app is being produced. The TV feed will be revived. The future of editing the newsletter may be resolved shortly.

34. Neighbourhood Plan Task Group. (*Robert Taylor*). The Regulation 16 Consultation finishes on 2nd October, two responses from local residents have been received to date.

35. Community Activities & Allotments Task Group. (*Linda Elliott*) The Christmas Party for Volunteers has found a venue for 2017, Councillors agreed that The Drift Golf Club was appropriate, the event will be held on Wednesday 13th December.

36. Village Appearance Task Group. (*Aileen Aitcheson*) A meeting was held on 18th September, a rota is being prepared for use of the Glutton by 10 volunteers who were trained in its use. The Clerk will circulate an email to road associations advertising the forthcoming litterpick. Brenda Aldred was thanked for painting the 'East Horsley' lettering on the Drift landmark, it was agreed that it was a great improvement, work will be completed as the weather allows,. The flagpoles were now installed and Matt Sarti was thanked for the work done by the Explorer Scouts.

37. Woodland Task Group. (*John Carr*) No Report

80 To Approve the Date of the Next Meeting of the Council

28. The next meeting of the Parish Council is scheduled for Monday October 16th at 7.30pm in the Lovelace Room, East Horsley Village Hall.

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Appendix 4: **PLANNING & ENVIRONMENT COMMITTEE Report** **New planning applications considered by the Committee** **between 21st August 2017 & 3rd September 2017** and dealt with under delegated authority:

Application	Committee Response
Rivendell Nightingale Road, East Horsley, Leatherhead, KT24 5EW: 17/P/01350	Objection
Robinswood, Pine Walk, East Horsley, Leatherhead, KT24 5AG 17/N/00082	No Objection
Forest View, Green Dene, East Horsley, Leatherhead, KT24 5RE 17/P/01346	No Objection
Oakland, Forest Road, East Horsley, Leatherhead, KT24 5BT 17/P/01410	No Objection
Weavers Web, Ockham Road South, East Horsley, Leatherhead, KT24 6SL 17/P/0140	No Objection
Juniper, Park Corner Drive, East Horsley, Leatherhead, KT24 6SE 17/P/01432	Objection
Oakwell Lodge, Pennymead Rise, East Horsley, Leatherhead, KT24 5AL 17/P/01439	No Objection
Wildwood, Forest Road, East Horsley, Leatherhead, KT24 5EY 17/P/01463	No Objection
Woodlands, High Park Avenue, East Horsley, Leatherhead, KT24 5DD 17/T/00156	No Objection
Green Dene Cottage, Honeysuckle Bottom, East Horsley, Leatherhead, KT24 5TD 17/P/01408	No Objection
Silver Ley, The Highlands, East Horsley, Leatherhead, KT24 5BQ 17/P/01462	Objection
Gorongozza, Forest Close, East Horsley, Leatherhead, KT24 5BU 17/P/01492	No Objection
Trequites, Woodland Drive, East Horsley, Leatherhead, KT24 5AN 17/P/01474	No Objection
West Horsley Place, Epsom Road, West Horsley, Leatherhead, KT24 6AN 17/P/01460	Objection

Fairmead, Hooke Road, East Horsley, Leatherhead, KT24 5DY 17/P/01614	No Objection
Oakwood House, Norrels Drive, East Horsley, Leatherhead, KT24 5DL 17/P/01640	No Objection
Chudleigh, Norrels Drive, East Horsley, Leatherhead, KT24 5DR 17/P/01430	No Objection
Windybrae, The Highlands, East Horsley, Leatherhead, KT24 5BQ 17/P/01691	Objection
Moncrieff, Green Dene, East Horsley, Leatherhead, KT24 5RG 17/P/01689	No Objection
St Keyna, Ockham Road South, East Horsley, Leatherhead, KT24 6SN 17/P/01545	Objection
Wolford, Oakwood Drive, East Horsley, Leatherhead, KT24 6QF 17/P/01533	No Objection

DECISIONS reported by Guildford Borough Council between 10th July 2017 & 30th August 2017

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
17/P/0140	Weavers Web, Ockham Road South, East Horsley, Leatherhead, KT24 6SL	No Objection	Refused

APPEALS Submitted or Decided between 10th July 2017 & 30th August 2017

Reference	Location	Proposal	Appeal Submitted	Appeal Decided	Outcome
17/P/00688	Trequites, Woodlands Drive	5 bed-house in rear garden	01/08/2017		
17/P/00676	Land behind Tanglewood, etc in Oakwood Drive	Construction of two 4-bed houses.	03/08/2017		

Appendix 5: PAYMENTS APPROVED

Cheques Signed by Councillors between 10th July 2017 & 12th September 2017

Payment Type	Date	Payee	Reason	Powers	Amount £	Signatory 1	Signatory 2
Internet	15/05/17	Horsley Cricket Club	Grant	Localism Act 2011	3,000.00	SJS	AJA
Internet	18//07/17	B.Aldred	Webmaster	LGA 1972 s142	219.00	AJA	JC
Internet	18//07/17	Navigus	NP Consultant	Town & Country Planning 1990	315.00	SJS	AJA
Internet	18//07/17	SSALC	Training	LGA 1972 s111	384.00	SJS	AJA
Internet	18//07/17	Wimbledon Gardens	Landscape Maintenance	Highways Act 1980	822.00	SJS	AJA
Internet	18//07/17	Simply Print Partners	Summer Newsletter	LGA 1972 s111	922.40	SJS	AJA
Internet	18//07/17	Wimbledon Gardens	Landscape Maintenance	Highways Act 1980	1,320.00	SJS	AJA
Internet	26//07/17	SmileIt	Hard Drive Recovery	LGA 1972 s111	54.00	SJS	AJA
Internet	26//07/17	Vinyl Revolution	Glutton Stickers	LGA 1972 s142	81.54	SJS	AJA
Internet	26//07/17	Smile IT	Hardware Inst	LGA 1972 s111	216.00	SJS	AJA
Internet	26//07/17	FairFX	Debit Card Top-Up	LGA 1972 s111	250.00	SJS	AJA
Internet	26//07/17	Surrey Community Action	Wisley Appeal Questionnaire	Town & Country Planning 1990	2,528.94	SJS	AJA
Internet	10/08/17	Addex	Glutton Training	Highways Act 1980	180.00	AJA	JC
Internet	10/08/17	TCWS	Website	LGA 1972 s142	378.00	AJA	JC
Internet	10/08/17	B Aldred	Website	LGA 1972 s142	288.00	AJA	JC
Internet	10/08/17	Allwood Property	Bishopsmead Bench	Parish Councils Act 1957	593.00	AJA	JC
Internet	10/08/17	Allwood Property	A246 Bus Shelter	Parish Councils Act 1957	360.00	AJA	JC
Internet	10/08/17	A Aitcheson	Wisley Appeal Exp	Town & Country Planning 1990	25.10	AJA	JC
Internet	10/08/17	R Taylor	Wisley Appeal Exp	Town & Country Planning 1990	20.50	AJA	JC
Internet	29/08/17	Roger Miles	Wisley Appeal	Town & Country Planning 1990	4,384.56	SJS	JC
Internet	29/08/17	Village Hall	Hall Hire	LGA 1972 S111	299.80	SJS	JC
Internet	29/08/17	Came & Co	Glutton Insurance	LGA 1972 S111	25.00	SJS	JC
Internet	29/08/17	FairFX	Debit Card Top-Up	LGA 1972 s111	250.00	SJS	JC
Internet	31/08/17	Robin Fairbank	Grass Cutting	Highways Act 1980	1,186.00	SJS	JC
Internet	31/08/17	Keith Robinson	Wisley Appeal	Town & Country Planning 1990	2,241.69	SJS	JC
Internet	31/08/17	SALC	Councillor Training	LGA 1972 s111	57.60	SJS	JC
Internet	31/08/17	Tracker Dist.	Newsletter	LGA 1972 s142	545.44	SJS	JC
				Total	20,947.57	Print Date	

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 s.111	£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

24th August 2017

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 22nd August 2017 at 10.00 am.

ATTENDANCE:

Chairman Stephen Skinner, Aileen Aitcheson, Steve Punshon and Nicholas Clemens (Clerk).

1. To Receive and Accept Apologies for Absence

1. John Carr

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. 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

4. Declaration of Gifts or Hospitality over £25.

4. None

5. Review the Deposit Account Balances

5. It was agreed the figures were accurate.

6. It was agreed to transfer £10,000 from the Unity Trust Deposit Account to the Unity Trust Current Account.

7. It was agreed to transfer £250 to the FX Debit Card from the Unity Trust Current Account.

6. Lighting Energy Supplier

8. It was agreed to maintain the agreement with SSE. An alternative quote was more expensive.

7. To Review Expenditure on the Wisley Appeal

9. The Committee were satisfied that total expenditure will be within the £60,000 budget.

8. To Review Q1 Outturn

10. The Committee accepted the Clerk's report.

9. Quarter 1 Bank Reconciliation

11. The Committee were satisfied that the Clerk was following the correct procedures and accurately recording income and expenditure. One error was identified and this will be added to Appendix 5 on the 16th September PC Agenda

10. Draft 2018-19 Budget

12. The Committee reviewed the draft budget presented by the Clerk. Adjustments have been recommended and these will be reviewed at the October meeting

11. Next F&R Meeting

13. The next meeting of the Finance & Risk Committee will be 10.00am 3rd October 2017

Chairman