

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 Telephone: (01483) 281148 e-mail parishcouncil@easthorsleypc.org

draft as at 20th February 2018

Minutes of the Meeting of the Parish Council held in the Lovelace Room, East Horsley Village Hall, Kingston Avenue, East Horsley, on Monday 19th February 2018 at 7.30pm.

ATTENDANCE: Stephen Skinner (Chairman) Councillors; John Carr, Aileen Aitcheson, Robert Taylor, Stephen Groom, Steve Punshon, Linda Elliott, Andrew Franklin. Clerk, Nick Clemens; seven members of the public.

- 147 To Receive and Accept Apologies for Absence.** in accordance with the LGA 1972, Sch12, Para 40
1. None
- 148 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
- 149 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
- 150 To Agree and Sign the Minutes of the Previous Meetings Held on 8th January 2018.**
4. The minutes of the previous meetings were agreed as an accurate record. They were signed by the Chairman.
- 151 Chairman's Comments**
5. The Chairman thanked all those responsible for persisting with SCC to have the fence repaired on Forest Road bridge.
 6. The Chairman thanked Julie Iles for her Members Allocation Grant for repairing the footpath between St.Martin's Close and Epsom Road.
- 152 Public Participation**
7. The jetting of the drains in Ockham Road North has made a significant improvement. Residents were grateful for this.
 8. There are three large posters in East Horsley that look unsightly.
 9. A resident had attended the M25 Junction Improvement presentation and had found the justification confusing.
 10. The overflowing drain outside Marinello House was dangerous in icy weather.
- 153 Planning & Environment Committee**
11. The Council accepted the report on Planning & Environment Committee Meetings held since the previous council meeting (Appendix 4).

154 Financial Matters

12. The list of cheques issued since the previous meeting were approved, these totalled £8,263.32 (Appendix 5).

155 Minutes of the Parish Council Meeting 4th December 2017

13. The Council accepted that the resolution for item 12 on the agenda for that meeting had been omitted from the minutes. The Council agreed to a change in the Village Hall status to CIO.

156 To Agree Payments by Standing Order

14. The Council agreed to paying the Clerks salary, Station Parade Car Park enforcement and the Storage facility by standing order.

157 To Agree the Risk Assessment & Management Procedures

15. The Council agreed the current procedures.

158 To Agree Variable Direct Debits

16. The Council agreed to pay SSE and Plusnet by variable direct debit.

159 Update on Changes to the Village Hall Charitable Status

17. The Chairman of the Trustees reported that progress was being made with the constitution of the CIO.

18. Guildford Borough Council will not proceed with changes to the lease without representation from the Parish Council, Steve Punshon has agreed to set up a tri party meeting to move this forward.

160 To Approve Statements Relating to the Local Plan

19. Robert Taylor had circulated statements to Policy P2, Policy A35 and Policy A39. The Council approved these subject to minor changes and thanked Robert for the work he had done.

161 To Approve Changes to the Neighbourhood Plan

20. Robert Taylor outlined the changes that had been made as a result of examiners report. The Council accepted the changes and were content for GBC to proceed to the referendum.

162 To Discuss M25/A3 Wisley Interchange Consultation

21. It was agreed that the Council would respond to the consultation. Robert Taylor and Andrew Franklin agreed to provide the Council with a draft response.

163 Installation of a Security Gate at Wellington Meadow

22. It was agreed to install a security gate and bollards at Wellington Meadow. The cost will be £1,195.88. *LGA 1972 s14*

164 To Upgrade 5 Lamps

23. It was agreed to replace existing lamps with LED. The lights in Station Parade Car Park, outside Marinello House and on Station Approach to Cobham Way footpath will be replaced. The cost will be £1,667.95. *Highways Act 1980 s301.*

165 To Agree to Hire a PA System

24. This was deferred until the 19th March PC Meeting when it will consider a recommendation from the Communications Task Group

166 To Agree GBC Proposals for Kingston Meadow Car Park

25. The Council supported the 4hr parking restriction proposed. The clerk was asked to clarify if there was a system for reporting offenders by the Clerk, Councillors and employees of the village hall. What level of enforcement would be put in place. Is the restriction Monday to Friday or 7days.

167 To Agree Expenditure on A Health & Safety Tree Survey

26. It was agreed to carry out a check of the trees at Wellington Meadow at a cost of £550. *Open Spaces Act 1906*

168 To Accept Surrey Wildlife Trust Management Plan

27. The Council agreed that the plan met the requirements of good woodland management practice.

169 Community Rail Partnership

28. Stephen Groom had established contact with Richard Kempton, South Western Railway, who is the community engagement representative. This could be a good contact to improve the surroundings and facilities at Horsley and Effingham Stations.

170 Task Group Progress Reports

29. Road Safety and Maintenance/VAS Traffic Calming/Lord Task Group. (*Andrew Franklin*) The drain adjacent to Marinello House will be jetted w/c 12/03. New road layout signage at Kingston Avenue/Ockham Rd has been removed, a new sign has been installed at the western end of The Drift. The next meeting with SCC will be 20th March.
30. Communication Task Group. (*Stephen Groom*) A meeting will be held on 21st February. Arrangements for the APM are progressing the attendance of Paul Spooner and Matt Furniss has been confirmed. The TV Monitors are operating effectively in Quaich and Goose.
31. Neighbourhood Plan Task Group. (*Robert Taylor*). The referendum is likely to be in May, publicity will start once the date is confirmed.
32. Community Activities & Allotments Task Group. (*Linda Elliott*) The Cultural event group are meeting weekly and progress has been good.
33. Village Appearance Task Group. (*Aileen Aitcheson*) Progress has been made with the fence on Forest Road, Bluebell Lane Car Park has been cleared by GBC, the footpath between St Martins and Epsom Road will be repaired. It is hoped the manager of Thatchers will attend the March PC meeting to update on the renovations and repairs to the boundary wall.
34. Local Economy Task Group (*Stephen Skinner*). A meeting is imminent.
35. Woodland Task Group. (*John Carr*) A fallen tree on the boundary of Great Ridings Wood was quickly removed by SCC. A fallen tree will be removed from Wellington Meadow.

171 Reports on External Meetings

36. None

172 Appointment of a Communications Consultant

37. This item was held in camera. The Council resolved to appoint a consultant to manage all media.

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

32. The next meeting of the Parish Council is scheduled for Monday March 19th at 7.30pm in the Lovelace Room, East Horsley Village Hall.

EAST HORSLEY PARISH COUNCIL

Clerk and Responsible Financial Officer: Mr Nicholas Clemens
 East Horsley Parish Council Office, Kingston Avenue, Leatherhead, Surrey KT24 6QT
 Telephone: (01483) 281148 e-mail parishcouncil@easthorsley.pc.org

Appendix 4: **PLANNING & ENVIRONMENT COMMITTEE Report** **New planning applications considered by the Committee** **between 11th December 2017 & 29th January 2018** and dealt with under delegated authority:

Application	Committee Response
Roseleigh, Farm Lane, East Horsley, Leatherhead, KT24 5AB Ref. No: 17/P/02473	Objection
Honolea, 10 Parkside Close, East Horsley, Leatherhead, KT24 5BY Ref. No: 17/P/02463	No Objection
Hollyhocks, Lark Rise, East Horsley, Leatherhead, KT24 6TN Ref. No: 17/P/02497	No Objection
The Post House, Ockham Road South, East Horsley, Leatherhead, KT24 6RU Ref. No: 17/P/0244	No Objection
Butterflies, Norrels Drive, East Horsley, Leatherhead, KT24 5DR	No Objection
Mole End, Heathway, East Horsley, Leatherhead, KT24 5ET 17/P/02512	Objection
Gorongoza, Forest Close, East Horsley, Leatherhead, KT24 5BU Ref. No: 17/P/02572	Objection
3 Forest Gate, East Horsley, Leatherhead, KT24 5AU Ref. No: 17/P/02642	No Objection
Sherwood, High Park Avenue, East Horsley, Leatherhead, KT24 5DF Ref. No: 17/P/02614	No Objection
Horsley Towers Service Station, Guildford Road, East Horsley, Leatherhead, KT24 6TA Ref. No: 17/P/02640	No Objection
Fairlawns, Ockham Road South, East Horsley, Leatherhead, KT24 6SG Ref. No: 18/P/00050	No Objection
Berridale, Ockham Road North, East Horsley, Leatherhead, KT24 6NT Ref. No: 18/P/00085	No Objection

DECISIONS reported by Guildford Borough Council between 20th December 2017 & 30th January 2018

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/T/00295	The Willows, Guildford Lodge Drive, East Horsley, Leatherhead, KT24 6RJ	Objection	Approved
17/P/01897	Lymhurst, Surrey Gardens, Effingham Junction, Leatherhead, KT24 5HF	Objection	Approved
17/P/02363	Fair Winds, Manor Close, East Horsley, Leatherhead, KT24 6SB	Objection	Approved
17/P/02512	Mole End, Heathway, East Horsley, Leatherhead, KT24 5ET	Objection	Approved
17/P/02473	Roseleigh, Farm Lane, East Horsley, Leatherhead, KT24 5AB	Objection	Approved

APPEALS Submitted or Decided between 20th December 2017 & 13th February 2018

Reference	Location	Proposal	Appeal Submitted	Appeal Decided	Outcome
None					

Draft

Appendix 5: PAYMENTS APPROVED

Cheques Signed by Councillors between 20th December 2017 & 30th January 2018

Payment Type	Date	Payee	Reason	Powers	Amount £	Signatory 1	Signatory 2
Internet	11/01/18	HCPS	Annual Fee	LGA1972 s111	24.00	JC	AJA
Internet	11/01/18	S Punshon	Wisley Appeal	Town & Country Planning Act	36.85	JC	AJA
Internet	11/01/18	Keith Noble	Software Supply	LGA 1972 s142	44.21	JC	AJA
Internet	11/01/18	B Aldred	Webmaster	LGA 1972 s142	86.38	JC	AJA
Internet	11/01/18	St. Martin's Church	Churchyard Maintenance	LGA 1972 s215	87.10	JC	AJA
Internet	11/01/18	Barrelfield	Newsletter	LGA 1972 s142	198.90	JC	AJA
Internet	11/01/18	B Aldred	Webmaster	LGA 1972 s142	228.00	JC	AJA
Internet	11/01/18	Village Hall	Hall Hire	LGA1972 s111	578.90	JC	AJA
Internet	11/01/18	Wimbledon Gardens	Garden Maintenance	Highways Act 1980 s96	822.00	JC	AJA
Internet	11/01/18	Simply Print	Newsletter	LGA 1972 s142	846.18	JC	AJA
Internet	30/01/18	GBC	Station Pde Car Park Rent	Road Traffic Reg. Act 1984	210.00	SJS	JC
Internet	30/01/18	GBC	Station Pde Car Park Legal	Road Traffic Reg. Act 1984	1,518.23	SJS	JC
Internet	30/01/18	Bill Kear	Wellington Meadow Cut	Open Spaces Act 1906	1,860.00	SJS	JC
Cheque	24/01/18	HMRC	Tax & NI Q3	LGA 1972 s111	1,722.57	SJS	AJA
				Total	8,263.32		

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

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.easthorsleypc.info Telephone: (01483) 281148 e-mail parishcouncil@easthorsleypc.org

25th January 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 25th January 2018 at 09.30 am.

ATTENDANCE:

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

1. To Receive and Accept Apologies for Absence

1. None

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. To Agree to the Transfer of Funds

6. The Committee agreed to transfer £20,000 from the Skipton Building Society to the Unit Trust Bank Account

7. To Review the Standing Orders and Financial Regulations

7. The Committee were satisfied the Standing Orders were appropriate. It was agreed to review the Financial Regulations prior to presenting them to the Council on 19th February.

8. Risk Assessment & Management Procedures

8. The procedures were deemed to be adequate. The Council will review these at the PC meeting on 19th February.

9. To Review Q3 Outturn

9. The committee were satisfied the details presented reflected the current position. Clarification of the employer NI payments were requested.

10. Bank Reconciliation Q3

10. This will be carried out prior to 19th February and reported to the Council

11. Next F&R Meeting

11. The next meeting of the Finance & Risk Committee will be 10.00am 12th March 2018

Chairman