

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 17th October 2018

Minutes of the Meeting of the Parish Council held in the Lovelace Room, East Horsley Village Hall, Kingston Avenue, East Horsley, on Monday 15th October 2018 at 7.30pm.

ATTENDANCE: Stephen Skinner (Chairman) Councillors; John Carr, Aileen Aitcheson, Steve Punshon, Linda Elliott, Clerk, Nick Clemens, SCC Councillor Julie Iles, GBC Councillors, David Reeve and Matt Sarti and 5 members of the public.

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

1. Stephen Groom

74 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

75 To Agree and Sign the Minutes of the Previous Meetings Held on 10th September 2018.

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

76 Councillor Co-Option

4. Antony Etwell was co-opted to the Council and signed the declaration of acceptance of office.

77 Chairman's Comments

5. The Chairman welcomed Antony on to the Council.
6. The Chairman had received a letter praising the work carried out by the Village Warden.

78 Public Participation

7. The Speed watch co-ordinator gave an update on the team. There were now 8 participants and one awaiting training by Surrey Police. The new equipment storage box was making things easier. The sites used were in Forest Rd at The Ridings Junction, Ockham Road North and Forest Road near Effingham Junction.
8. SCC Councillor Julie Iles reported that she was pursuing better disability access along Forest Road by dropping kerbs.
9. GBC Councillor David Reeve expressed concern that there had been a 50% reduction in mailing to respondents of the Local Plan consultation. He would like to have the consultation period extended to enable more time for comment.
10. It had been noticed that the fence recently repaired by SCC was leaning over again.
11. A resident asked about progress with installation of the public toilet. The Clerk reported that work would start on 22nd October and be completed by mid November.
12. A question was asked about resurfacing the road surface between Glendene and Kingston Avenue. Julie Iles confirmed this will be carried out before the end of March 2019

79 Planning & Environment Committee

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

80 Financial Matters

14. The list of cheques issued since the previous meeting were approved, these totalled £25,494.18 (Appendix 5)

15. The Council accepted the auditors report.

81 To Agree the 2019-20 Budget

16. The Council accepted the budget presented by the Clerk.

82 To Renew the Parish Insurance Policy

17. The Council agreed to renew with Aviva via Came & Co. The premium is £1119.26 this will be fixed for 3 years. *LGA1972 s111*

83 To Discuss EHPC Vision

18. It was agreed that the Chairman would set up a meeting of Councillors to agree a proposal to bring back to the Council. Members of the group are the Stephen Skinner, Robert Taylor, Aileen Aitcheson, Linda Elliott and Antony Etwell.

84 To Agree to Purchase Poppies

19. The Council agreed to purchase 60 large poppies from the Royal British Legion for displaying on lampposts. The cost is £180. *LGA 1972 s137.*

85 Meeting Dates for 2019-2020

20. The Clerk presented provisional meeting dates for 2019-20

86 To Review the Autumn Litterpick

21. There were 12 volunteers at Station Parade and 13 at Bishopsmead unfortunately Steve Punshon cut a lonely figure at Effingham Junction. The amount of litter collected is still significant despite other initiatives. St. Mary's Church volunteers carried out a litterpick at Effingham Junction a week later. The Village Appearance Task Group meeting will consider changes.

87 VAS Update

22. The cost of changing the existing units from battery to fixed power is higher than initially reported as it has to be carried out by the manufacturers. The cost will be £700 for two units to be upgraded, the original figure was £450.

23. The order of new VAS has been delayed because of a lack of resources at SCC.

88 Task Group Progress Reports

24. Road Safety and Maintenance. (*Andrew Franklin*) The next meeting with SCC Highways will be 8th November. Vegetation has been cutback at ORN railway bridge making height restriction signs more visible.

25. Communications Task Group. (*Stephen Groom*) No Report

26. Community Activities & Allotments Task Group. (*Linda Elliott*) Arrangements for the Christmas event are ongoing.

27. Village Appearance Task Group. (*Aileen Aitcheson*) The last meeting was on 6th October. Forest Road Triangle was visited to discuss improvements, this will be passed on to the Vision Group. The next meeting is 22nd November.

28. Local Economy Task Group (*Stephen Skinner*). No report

29. Woodland Task Group. (*John Carr.*) The group met the Woodland Trust Warden at Great Ridings Wood and reviewed management of the forest. Ash die back is widespread and any trees that may present a risk will be removed. Any area of laurel is going to be removed.

89 Report on External Meetings

30. The Clerk attended a Planning Enforcement Forum. The presentation will be circulated

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

31. The next Meeting is scheduled for Monday December 3rd 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 3rd September 2018 & 1st October 2018** and dealt with under delegated authority:

Application	Committee Response
Thorntons, Ockham Road North, East Horsley, Leatherhead, KT24 6NT Ref. No: 18/P/01554	No Objection
The Moorings, Pine Walk, East Horsley, Leatherhead, KT24 5AG Ref. No: 18/P/01471	Objection
Beechlands, The Pheasantry, Guildford Road, East Horsley, Leatherhead, KT24 5SB Ref. No: 18/P/01573	No Objection
Hedley, Longhurst Road, East Horsley, Leatherhead, KT24 6AF Ref. No: 18/P/01660	No Objection
The Lark Caravan Park, Lark Rise, East Horsley, Leatherhead, KT24 6TN Ref. No: 18/P/01678	No Comment
Fair Winds, Manor Close, East Horsley, Leatherhead, KT24 6SB Ref. No: 18/P/01684	No Objection
7 The Ridings, East Horsley, Leatherhead, KT24 5BN Ref. No: 18/P/00205	No Objection
Woodlands, The Warren, East Horsley, Leatherhead, KT24 5RH Ref. No: 18/P/01718	No Objection
Laurel Corner, High Park Avenue, East Horsley, Leatherhead, KT24 5DD Ref. No: 18/P/01735	No Objection
Gillan, Woodland Drive, East Horsley, Leatherhead, KT24 5AN Ref. No: 18/T/00211	No Objection
Uplands, Cobham Way, East Horsley, Leatherhead, KT24 5BH Ref. No: 18/P/01745	No Objection
Jasmine, Surrey Gardens, Effingham Junction, Leatherhead, KT24 5HF Ref. No: 18/P/01807	No Objection

**DECISIONS reported by Guildford Borough Council between
3rd September 2018 & 24th September**

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 3rd September 2018 & 4th October 2018

Reference	Location	Proposal	Appeal Submitted	Appeal Decided	Outcome
None					

Appendix 5: PAYMENTS APPROVED**Payments Authorised by Councillors between 3rd September 2018 & 4th October 2018**

Payment Type	Date	Payee	Reason	Powers	Amount £	Signatory 1	Signatory 2
Internet	06.09.18	GBC	Legal Fees	LGA 1972 s111	500.00	SJS	JC
Internet	06.09.18	Jason Lee	Village Warden	Highways Act 1980	872.67	SJS	JC
Internet	06.09.18	B Aldred	Comms. Consultant	LGA 1972 s142	675.00	SJS	JC
Internet	06.09.18	D Ogilvie	Bench	PC Act 1957 s1	1,365.60	SJS	JC
Internet	12.09.18	Fairfx	Debit Card	LGA 1972 s111	250.00	SJS	JC
Internet	17.09.18	Healthmatic	Toilet 1 st Inst.	Public Health Act 1936 s87	15420.00	SJS	JC
Internet	28.09.18	Barrelfield Dist	Newsletter	LGA 1972 s142	198.90	SJS	JC
Internet	28.09.18	Fairfx	Debit Card	LGA 1972 s111	250.00	SJS	JC
Internet	28.09.18	TCWS	Newsletter	LGA 1972 s142	384.00	SJS	JC
Internet	28.09.18	PKF	External Audit	LGA 1972 s111	480.00	SJS	JC
Internet	28.09.18	TCWS	Website Update	LGA 1972 s142	900.00	SJS	JC
Internet	30.09.18	Unity Bank	Service Charge	LGA 1972 s111	18.00	SJS	JC
Internet	03.10.18	Jason Lee	Village Warden	Highways Act 1980	811.69	SJS	JC
Internet	03.10.18	B Aldred	Comms. Consultant	LGA 1972 s142	532.50	SJS	JC
Internet	03.10.18	Fairfx	Debit Card	LGA 1972 s111	250.00	SJS	JC
Internet	03.10.18	S Skinner	Expenses	LGA 1972 s111	10.00	SJS	JC
Internet	03.10.18	HMRC	Q2Tax Ni	LGA 1972 s111	1877.01	SJS	JC
Internet	03.10.18	N Clemens	Expenses	LGA 1972 s111	68.81	SJS	JC
Internet	03.10.18	GBC	Car Park Rent	RTA 1984	630.00	SJS	JC
				Total	25,494.18		

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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1st October 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 27th September 2018 at 12.00 am.

ATTENDANCE:

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

1. To Receive and Accept Apologies for Absence

1 Steve Punshon

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. To Review October 2018 – March 2019 Proposed Expenditure

4. The Committee agreed that this reflected the forecast for the second half of the year

5. To Agree a Transfer Between Unity Trust Bank Accounts

5. The Committee agreed to transfer £20,000 from the deposit account to the current account.

6. To Agree to Transferring £250 to FairFx debit card

6. The committee agreed to topping up the debit card.

7. To Approve the Internal Auditor for 2018-19

7. The Committee re-appointed Mulberry and Co.

8. To Accept the Outcome of the External Audit

8. The Committee were satisfied that the report showed no matters requiring attention.

9. To Discuss the 2019-20 Budget

10. The draft budget was reviewed and agreed to put it forward to full council on 15th October 2018.

10. Next F&R Meeting

12. The next meeting of the Finance & Risk Committee will be 11.00am 22nd November 2018

Chairman