

EAST HORSLEY PARISH COUNCIL

Clerk and Responsible Financial Officer: 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

24th November 2024

To Councillors of the East Horsley Parish Council

You are summoned to attend the Meeting of the East Horsley Parish Council to be in the Clubroom of the Village Hall on Monday **2nd December 2024** starting at **7.30pm**.

Members of the public and press have a right and are cordially invited to be present at the meeting. There will be an opportunity to address the Council at a time chosen by the Chairman.

Nick Clemens
Parish Clerk

A G E N D A

1. **To accept apologies & reasons for absence in accordance with the LGA 1972, Sch12, Para 40.**
 - Aileen Aitcheson
2. **Declaration of Disclosable Pecuniary Interests by Councillors on any of the agenda items below in accordance with The Relevant Authorities.**
3. **Chairman's Comments**
4. **SCC and GBC Update**
5. **Public Participation.**
 - The meeting will be adjourned for members of the public to make a comment or ask a question on items within the agenda or relevant matters.
6. **Planning and Environment Matters**
 - To receive a report from the Chairman of the Committee.
Applications considered attached – Appendix 1.
7. **Financial Matters**
 - To approve the list of payments amounting to £20129.34 previously authorised by Councillors.
Appendix 2 contains a list of cheques signed by councillors prior to the meeting
 - Q2 Reconciliation and Financial Report
8. **To Agree Office Rent**
 - The Village Hall CIO have increased the cost of the Parish Office rent by 1.5% to £1727.94 per year.
 - The Parish Meeting Room rent is fixed until January 2026.
9. **To Agree Staff Salary Increases**
 - The National Joint Council for Local Government Services have agreed a 2.5% salary increase from 1st April 2024. Increases are in line with staff contracts.

10. **To Agree Meeting Dates for 2025-26**
 - Details of the dates have been circulated in advance of the meeting.
11. **To Agree to Renewing Membership of Surrey Association of Local Councils**
 - The fee for 2024-25 was £1484.68 this has increased to £1525.13 a 2.5% increase equivalent to 36.3p per elector.
12. **To Agree to Expenditure on Traffic Speed Surveys.**
 - A paper has been circulated prior to the meeting.
13. **To Agree to Forming a New Task Group**
 - To form a task group for Community, Communications and Events. This will replace three existing task groups; Communications, Community and Events
14. **To Chairman's Christmas Party Update**
15. **To Discuss the Christmas Window Competition**
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16. **To Discuss Ideas for the 2025 Annual Parish Meeting.**
17. **To Horsley Station Display Board Update**
18. **The Repair Café Update**
19. **Task Group Progress Reports**

(Leaders of the group are to brief the council on relevant progress)

 - Communications Group *(Steve Harvey)*
 - Climate Change Group *(Sylvia Igglesden)*
 - Events Group *(Steve Harvey)*
 - Road Safety and Maintenance Group *(Andrew Franklin)*
 - Village Appearance Group *(Aileen Aitcheson)*
 - Community Group *(Holly Haling)*
 - Countryside Group. *(Juliet Robinson)*
 - Railway Group *(Andrew Franklin)*
 - Heritage Group *(Robert Taylor)*
20. **Project Groups Significant Update Reports**
21. **External Meetings**
22. **To Approve the Date of the Next Meeting of the Council**
 - The next Parish Council Meeting is scheduled for Monday January 6th at 7.30pm in the Village Hall Clubroom

Nick Clemens Parish Clerk 24/11/2024

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Appendix 1: **PLANNING & ENVIRONMENT COMMITTEE Report** New planning applications considered by the Committee Between the 15th October 2024 to the 25th November 2024

and dealt with under delegated authority:

Application	Committee Response
Rowbarns Lodge, Guildford Road, East Horsley, Leatherhead, KT24 5RY Ref. No: 24/P/01391	No Objection
Fairmile, Pennymead Rise, East Horsley, Leatherhead, KT24 5AL Ref. No: 24/P/01396	Objection
Falcons Nest, 8 Falconwood, East Horsley, Leatherhead, KT24 5EG Ref. No: 24/T/00226	No Objection
Malindi, The Highlands, East Horsley, Leatherhead, KT24 5BG Ref. No: 24/P/01418	No Objection
47 Old Lane, Ockham, Guildford, Cobham, KT11 1NW Ref. No: 24/P/01435	No Objection
Westfield, Ockham Road North, East Horsley, Leatherhead, KT24 6NU Ref. No: 24/P/01386	No Objection
Longacre, Chalk Lane, East Horsley, Leatherhead, KT24 6TJ Ref. No: 24/P/01440	No Objection
Perham, Old Lane Gardens, Cobham, KT11 1NN Ref. No: 24/P/01480	No Objection
5A Station Parade, East Horsley, Leatherhead, KT24 6QN Ref. No: 24/P/01413	No Objection
9 Holmwood Close, East Horsley, Leatherhead, KT24 6SS Ref. No: 24/T/00264	No Objection
Stemming, Oakwood Drive, East Horsley, Leatherhead, KT24 6QF Ref. No: 24/P/01555	Objection
Greenbank, Surrey Gardens, Effingham Junction, Leatherhead, KT24 5HF Ref. No: 24/P/01527	No Objection

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Pippins, Park Corner Drive, East Horsley, Leatherhead, KT24 6SE Ref. No: 24/P/01507	Objection
Land to the rear of, Bishopsmead Parade, East Horsley, KT24 Ref. No: 24/P/01548	No Objection
Daimar, 18 Parkside Close, East Horsley, Leatherhead, KT24 5BY Ref. No: 24/P/01538	Objection
Little Rowbarns, Green Dene, East Horsley, Leatherhead, KT24 5RQ Ref. No: 24/P/01593	No Objection
7 Parkside Place, East Horsley, Leatherhead, KT24 5BZ Ref. No: 24/P/01606	No Objection
Pentaron, Oakwood Close, East Horsley, Leatherhead, KT24 6QG Ref. No: 24/T/00287	No Objection
Pennyfields, Farm Lane, East Horsley, Leatherhead, KT24 5AB Ref. No: 24/P/01663	No Objection
Ashenhurst, Orchard Close, East Horsley, Leatherhead, KT24 5EZ Ref. No: 24/P/01661	No Objection
Amberley, Cobham Way, East Horsley, Leatherhead, KT24 5BH Ref. No: 24/P/01641	No Objection
Mapeldean, 20 Surrey Gardens, Effingham Junction, Leatherhead, KT24 5HH Ref. No: 24/P/01665	No Objection

**DECISIONS reported by Guildford Borough Council between
30th September 2024 to the 22nd November 2024**

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
24/P/01344	Ruskin, Green Dene, East Horsley, KT24 5RG	Objection	Withdrawn
24/P/01244	Green Tiles, High Park Avenue, East Horsley, KT24 5DB	No Objection	Refused
24/P/00926	45 Old Lane, Ockham, Guildford, Cobham, KT11 1NW	No Objection	Withdrawn
24/P/00191	Land to the West of, Crocknorth Road, East Horsley, KT24 5TF	No Objection	Withdrawn

**Appeals Submitted or Decided between 30th September 2024 to the 22nd November 2024 –
Nil Return**

Reference	Location	Proposal	Appeal Date	Appeal Decided	Outcome
N/A	N/A	N/A	N/A	N/A	N/A

Appendix 2: PAYMENTS APPROVED 1st September to the 31st October 2024

Payment Type	Date	Payee	Reason	Amount £	Signatory 1	Signatory 2
Internet	12.09.24	Nikki Worsfold	Comms Consultant	920.00	AA	RT
Internet	12.09.24	Village Hall	Room Hire	19.00	AA	RT
Internet	12.09.24	Village Hall	Toilet Utility	140.99	AA	RT
Internet	26.09.24	Wellers Headley	Legal Fees	666.00	AA	RT
Internet	26.09.24	A Veys	Repair Cafe	59.80	AA	RT
Internet	26.09.24	Clear Councils	Annual Insurance	1178.43	AA	RT
Internet	26.09.24	Repair Cafe	Sum Up	49.17	AA	RT
Internet	26.09.24	TCWS	Poster	42.00	AA	RT
Internet	26.09.24	TCWS	Autumn Newsletter	576.00	AA	RT
Internet	30.09.24	Unity Trust	Service Charge	18.00		
Internet	02.10.24	PKF Littlejohn	Audit Fee	756.00	CC	AA
Internet	02.10.24	Simply Print	Newsletter	904.00	CC	AA
Internet	02.10.24	Surrey CA	Payroll	36.00	CC	AA
Internet	02.10.24	Mailbird	Newsletter	1560.01	CC	AA
Internet	02.10.24	Village Hall	Room Hire	40.00	CC	AA
Internet	02.10.24	HMRC	Q2 Tax/NI	3054.26	CC	AA
Internet	14.10.24	Ockham PC	Grant	5000.00	RT	CC
Internet	14.10.24	NetWiseUK	Domain Reg.	12.00	RT	CC
Internet	14.10.24	TCWS	Signage	576.00	RT	CC
Internet	14.10.24	N Clemens	Toilet Door	54.43	RT	CC
Internet	14.10.24	N Worsfold	Comms Co	840.00	RT	CC
Internet	14.10.24	Equals	Debit Card	250.00	RT	CC
Internet	29.10.24	Night Witch	Self Defence Classes	2000.00	RT	CC
Internet	29.10.24	Mulberry & Co	Internal Audit	198.18	RT	CC
Internet	29.10.24	Micro Forest	Hedging	695.85	RT	CC
Internet	29.10.24	Estelle Los	Plants	477.52	RT	CC
Internet	29.10.24	Unity Trust	Service Fee	5.70		
Total				20129.34		

Standing Orders and Direct Debits Currently In Force

Frequency	Payee	Amount £	VAT reclaimable
Monthly	Surrey County Council - employer and employee pension contributions	£301.12	N/A
Monthly	Scottish & Southern Electricity (SSE) - streetlighting	Variable £214.80	Yes
Monthly	Aerial Direct broadband, VOIP	£56.86	Yes
Monthly	GBC Parking Enforcement	£131.42	Yes
Monthly	Mobile Telephone O2	£13.06	Yes
Monthly	Salaries	£2475.72	N/A
Monthly	Smile It Office 365 Application	£96.00	Yes
Monthly	Village Hall	583.33	N/A
Annual	Information Commissioner – registration under the Data Protection Act	£35.00	N/A

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31st October 2024

Minutes of a Meeting of the Parish Council Finance & Risk Management Committee held in the Parish Meeting Room, on 31st October 2024 at 10.00 am.

ATTENDANCE:

Aileen Aitcheson (Chair), Colin Carmichael, Steve Harvey, Nicholas Clemens (Clerk)

1. To Receive and Accept Apologies for Absence

1. Hilary Gullen, Robert Taylor

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 Bank Balances

3. The committee approved the figures.

4. To Review Q2 Bank Reconciliation

4. Cllr. Colin Carmichael reviewed the account balance against the balance sheet and verified a sample of invoices paid. He was satisfied that the Clerk is maintaining the accounts satisfactorily.

5. To Discuss the 2025-26 Budget

5. The committee agreed the budget to be presented to the Council.

6. To Discuss the 2025-26 Precept

6. The committee agreed to increase the precept by a maximum of 5%. Any expenditure shortfall will be funded from reserves.

7. To Review Fees and Charges

7. The fees and charges relating to the newsletter were reviewed. It was agreed that it was important to maintain the publication. The Communications Task Group will review the newsletter in early 2025.

8. Contractor Work Patterns

8. The committee reviewed the hours billed by contractors. It was agreed to review provision of services for village upkeep.

9. Next F&R Meeting

9. The next meeting of the Finance & Risk Committee will be 11th December 10am.

Nick Clemens Clerk