

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

28th November 2023

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 **4th December 2023** 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.

Nicholas Clemens

Clerk and Responsible Financial Officer

A G E N D A

1. **To accept apologies & reasons for absence in accordance with the LGA 1972, Sch12, Para 40.**
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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**
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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 £11902.19 previously authorised by Councillors.
Appendix 2 contains a list of payments authorised by councillors prior to the meeting
8. **To Agree Changes to Financial Regulations**
 - The F&R Committee reviewed the changes proposed by the clerk and recommend them to the council.
9. **To Approve Salary Increases**
 - The National Joint Council have agreed a 3.8% salary increase for 2023-24 payable from April 2023.

- 10. To Agree Contractor for Storeroom Construction**
 - Quotes from 3 contractors have been received. The Finance and Risk Committee reviewed this at their recent meeting.
- 11. To Agree Expenditure on Mental Health Training**
 - To fund Mental Health First Aid training for Holly Haling and Stephen Skinner at a cost of £498.34. This is a follow on course from the Mental Health First Aiders course they attended on October 7th.
- 12. To Agree a Response to a Telephone Mast Consultation**
 - EE have are proposing install a telephone mast. Details of this consultation have been circulated prior to the meeting.
- 13. To Agree Meeting Dates for 2024-25**
 - The meeting schedule has been circulated prior to the meeting.
- 14. New Council Website Update**
- 15. To Agree a Grant Application from Grace & Flavour**
 - Grace and Flavour have requested a grant of £500 towards construction of a patio, total estimated cost is £2,100. A grant application form and accounts were circulated prior to the meeting.
- 16. To Discuss the Chairman's Volunteers Party**
- 17. Task Group Progress Reports**

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

 - Communication Group *(Steve Harvey)*
 - Community Group *(Holly Haling)*
 - Events Group *(Steve Harvey)*
 - Road Safety and Maintenance Group *(Andrew Franklin)*
 - Village Appearance Group *(Aileen Aitcheson)*
 - Climate Change Group *(Catherine Young/Steve Harvey)*
 - Countryside Group. *(Steve Punshon)*
 - Railway Group *(Andrew Franklin)*
- 18. Project Groups Significant Update Reports**
- 19. External Meeting**
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- 20. To Approve the Date of the Next Meeting of the Council**
 - The next Parish Council Meeting is scheduled for Monday January 8th at 7.30pm in the Village Hall Clubroom

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

N.S.Clemens Parish Clerk 28/11/2023

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Appendix 1: PLANNING & ENVIRONMENT COMMITTEE Report

New planning applications considered by the Committee

Between 17th October 2023 to the 27th November 2023

and dealt with under delegated authority:

Application	Committee Response
Greenways, Lark Rise, East Horsley, KT24 6TN Ref. No: 23/P/01586	No Objection
Wynford, Glendene Avenue, East Horsley, KT24 5AY Ref. No: 23/P/01662	No Objection
High Brambles, Park Corner Drive, East Horsley, KT24 6SE Ref. No: 23/P/01665	No Objection
Yewlands, Ockham Road South, East Horsley, KT24 6RX Ref. No: 23/P/01545	No Objection
Drift House, Ockham Road North, East Horsley, KT24 6NU Ref. No: 23/P/01742	No Objection
Deers Leap, Pine Walk, East Horsley, KT24 5AG Ref. No: 23/P/01770	No Objection
The Croft, Heathway, East Horsley, KT24 5ET Ref. No: 23/P/01736	Objection
Breton House, Heathway, East Horsley, KT24 5ET Ref. No: 23/P/01647	Objection
Forest Cottage, Forest Road, East Horsley, KT24 5BB Ref. No: 23/P/01748	No Objection

Woodlands, The Warren, East Horsley, KT24 5RH Ref. No: 23/P/01774	No Objection
Brackenford, Forest Lane, East Horsley, KT24 5HU Ref. No: 23/P/01783	No Objection
Freshfields, Chalk Lane, East Horsley, KT24 6TH Ref. No: 23/P/01808	No Objection
Maple Tree, Woodland Drive, East Horsley, KT24 5AN Ref. No: 23/P/01815	Objection
The Copse, Ockham Road South, East Horsley, KT24 6SG Ref. No: 23/P/01839	Objection
Land east and west of, Hatch Lane, Ockham, GU23 6NU Ref. No: 23/P/01607	Objection
Briar Cottage, Forest Road, East Horsley, Leatherhead, KT24 5BB Ref. No: 23/P/01865	TBA
Oak Trees, Hooke Road, East Horsley, Leatherhead, KT24 5DY Ref. No: 23/P/01874	TBA
Waverley Cottage, Glendene Avenue, East Horsley, Leatherhead, KT24 5AY Ref. No: 23/P/01901	TBA

**DECISIONS reported by Guildford Borough Council between
3rd October to the 20th November 2023**

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
23/P/01476	Rozelle, Green Dene, East Horsley, Leatherhead, KT24 5RE	No Objection	Refused
22/P/00304	Carnanton Mawes, Green Dene, East Horsley, KT24 5RG	Objection	Withdrawn

Appeals Submitted or Decided between 3rd October 2023 to the 20th November 2023

Reference	Location	Proposal	Appeal Date	Appeal Decided	Outcome
23/P/00269	47 Kingston Avenue, East Horsley, KT24 6QT	First floor side extension	26/10	Awaiting decision	Awaiting decision

Appendix 2: PAYMENTS APPROVED 30th September & 30th October 2023

Payment Type	Date	Payee	Reason	Amount £	Signatory 1	Signatory 2
Internet	04.10.23	Clear Councils	Annual Insurance	1056.50	SP	AJA
Internet	04.10.23	Surrey ALC	Conference	24.00	SP	AJA
Internet	04.10.23	Mailbird	Newsletter	1444.07	SP	AJA
Internet	04.10.23	Colin Smith Planning	Wisley Appeal	1677.00	SP	AJA
Internet	04.10.23	HMRC	Q2 Tax/NI	3337.63	SP	AJA
Internet	04.10.23	Currys	Printer	319.99	SP	AJA
Internet	18.10.23	Mulberry & Co	Wellington Meadow Cut	2028.00	SP	AJA
Internet	18.10.23	Bill Kear	Toilet Cleaning	465.00	SP	AJA
Internet	18.10.23	N Worsfold	Comms Co	800.00	SP	AJA
Internet	18.10.23	Effingham PC	Commoners Day	500.00	SP	AJA
Internet	18.10.23	Equals	Debit Card	250.00	SP	AJA
Total				11902.19		

Standing Orders and Direct Debits Currently In Force

Frequency	Payee	Amount £	VAT reclaimable
Monthly	Surrey County Council - employer and employee pension contributions	£934.48	N/A
Monthly	Scottish & Southern Electricity (SSE) - streetlighting	Variable £180.00	Yes
Monthly	Mr & Mrs Little (Storage)	£110.00	N/A
Monthly	Aerial Direct	£38.00	Yes
Monthly	Mobile Telephone O2	£12.00	Yes
Monthly	Salaries	£2705.06	N/A
Monthly	Smile It Office 365 Application	£81.60	Yes
Monthly	Village Hall	£583.33	N/A
Monthly	Parking Enforcement	£131.42	Yes
Quarterly	Car Park Lease	£807	Yes
Annual	Information Commissioner – registration under the Data Protection Act	£35.00	N/A

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29th November 2023

Minutes of a Meeting of the Parish Council Finance & Risk Management Committee held in the Parish Meeting Room, on 28th November 2023 at 2.00 pm.

ATTENDANCE:

Aileen Aitcheson, Steve Punshon, Colin Carmichael, Nicholas Clemens (Clerk)

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|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | To Receive and Accept Apologies for Absence |
| 2. | 1. Robert Taylor, |
| 3. | 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). |
| 1. | 2. None. |
| 2. | Review the Bank Balances |
| 3. | 3. The committee approved the figures. |
| 4. | Q2 Reconciliation Report |
| 5. | 4. Cllr. Steve Punshon reviewed the bank account balances and accounting software reports. He concluded that data had been entered correctly. |
| 6. | To Agree Financial Regulation Changes |
| 7. | 5. The committee agreed the changes made by the Clerk. These were in line with comments made by the internal auditor. |
| 8. | To Discuss the Parish Office Rent for 2023-24 |
| 9. | 6. The committee agreed the rent represented fair value. |

10. To Agree the Storeroom Building Contractor
11. 7. The three contractors estimates were reviewed. The committee were satisfied with the cost. The Clerk was asked to get clarification on one estimate before the council meeting on 5th December.
12. To Agree the Allotment Contract for 2023-2026
13. The committee agreed that the increase from £630 per year to £650 per year was a fair increase.
14. To Discuss the Contractor Work Pattern
15. The committee were content with contractor hours. The Clerk was asked to provide details of current costs against budget
16. Next F&R Meeting
 - The next meeting of the Finance & Risk Committee will be 8th February 10.00 am.

Nick Clemens Clerk