

EAST HORSLEY PARISH COUNCIL

Clerk and Responsible Financial Officer: Nicholas Clemens
East Horsley Parish Council Office, Kingston Avenue, EAST HORSLEY, Leatherhead KT24 6QT
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Draft as of 19th June 2024

Minutes of the Meeting of the Parish Council held in the Club Room East Horsley Village Hall 17th June 2024 at 7.30pm

ATTENDANCE: Councillors; Robert Taylor (Chair), Aileen Aitcheson, Andrew Franklin, Holly Haling, Steve Harvey, Sylvia Igglesden, Hilary Gullen, Juliet Robinson, SCC Cllr. Dennis Booth, GBC Cllrs. Catherine Young and Dawn Bennett, Assistant Parish Clerk Kevin Jenkins & five members of the public.

- 12. To Receive and Accept Apologies for Absence in accordance with LGA 1972, Sch12, Para**
 1. None

- 13. Declaration of Disclosable Pecuniary Interests (DPI's) by Councillors on any of the agenda items below in accordance with The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and any Non-Pecuniary Interests in accordance with the Parish Council's Code of Conduct**
 2. None

- 14. To Agree and Sign the Minutes of the Previous Meeting held on the 13th May 2024.**
 3. The minutes of the previous meetings were agreed as an accurate record. The Chair signed them.

- 15. Chair's Comments**
 4. The Chairman thanked councillors for their input at the recent informal meeting.
 5. The Chairman thanked VAWNT and WAG for a well presented argument for further action against Wisley Airfield development.

- 16. SCC and GBC Update**
 6. SCC Cllr. Dennis Booth reminded the council about A3/M25 Jct. closures
 7. The Parish Council challenged SCC Cllr. Dennis Booth to pursue a review of proposed traffic calming measures in East Horsley to prevent wasting public money.
 8. The Parish Council asked Cllr. Booth to help with improving bus services in The Horsleys
 9. GBC Cllr. Catherine Young commented that during the election period many meetings have been deferred.
 10. Catherine confirmed that she has asked executive officers to review requests for completion of the HART path.
 11. Catherine informed the meeting that Manor House on Ockham Road Sth. Is being prepared for marketing.
 12. Catherine was asked about the cost of licensing small businesses. Catherine agreed to look into this.

- 17. Public Participation**
 13. A resident raised concerns that the reintroduction of the central carriage way marking has increased speeds and reduced care taken by drivers. He urged for 20mph limit to be introduced throughout the village.

14. Residents of Horsley Court, Kingston Ave are suffering from anti-social behaviour from motorists parking across the entrance to Horsley Court. The council agreed support them in stopping this situation.

18 Planning and Environment Matters

15. The Council reviewed the report on Planning & Environment Committee Meetings held since their previous council meeting (Appendix 1).

19. Financial Matters

16. The list of payments issued since the previous meeting were approved, being £32497.16 (Appendix 2).

20. To Agree the Internal Audit for 2023-24.

17. The council accepted the auditors report and were pleased to see there were no outstanding issues.

21. To Agree the Governance Statement 2023-24

18. The Council approved the Governance Statement

22. To Agree the Accounting Statement 2023-24

19. The Council approved the accounting statement.

23. To Agree Direct Debits

20. The Council agreed direct debit payments as set out in appendix 2.

24. To Agree Signatories to the Parish Council Bank Accounts

21. The signatories were agreed by the Council. Signatories to Unity Trust Bank are Robert Taylor, Aileen Aitcheson and Colin Carmichael. CCLA, Robert Taylor, Aileen Aitcheson, Skipton B/s, Aileen Aitcheson, Colin Carmichael. The Clerk is administrator signatory on all accounts.
22. The Council agreed that Steve Harvey and Hilary Gullen will be added as signatories to the Unity Trust Bank accounts.

25. To Agree the Clerk's New Employment Contract

23. A new contract was agreed by the Council. The new contract is from 1st July 2024 and reflected a reduction in hours.

26. To Discuss Management of Station Parade Car Park

24. A proposal to provide dedicated parking spaces, with exemption from parking regulations, for people working in the Station Parade shops was under consideration. Subsequent to a meeting with Parking Lead at GBC the Council resolved to not proceed as it would require new Traffic Regulation Orders, introduction of parking management and amendment to the car park lease.

27. Business Rates Appeal Update

25. The parish council engaged a consultant to appeal the business rates associated with the Parish Office and Station Parade Car Park. The appeal achieved a 17% reduction in the car park rateable value of £2650, back dated to April 2023. The Valuation Office assessed the Parish Office rates as fair value and no reduction would be made. Total rates payable in 2024-25 are £6167 rising to an estimated £9100 in 2027-28. This is now a material cost and the Council agreed this needed to be kept under review.

28. To Discuss the Storeroom Construction

26. The Clerk reported that notice had been given on current rented garage. The last date for occupation is 12th July 24. Temporary storage will need to be found until the new storeroom is built. The s106 money to fund this should be released by GBC shortly. It was agreed to apply to GBC for this money, once a date is confirmed the contractor will be asked to complete the construction.

29. To Agree Expenditure for Horsley Heritage Group

27. The Council supported the Blue Plaque Project and agreed to funding of £1500.

30. Task Group Progress Reports

28. Communications Group (*Steve Harvey*) The Summer Edition of the Newsletter is available online and will be delivered W/c 24th June, 2 inserts raised £500. and work has started on the summer edition.

29. Community Group (*Holly Haling*) The Village Christmas Event will be held on 7th December. Following the recent incident in West Horsley sponsored self defence classes are being organised. Improved CCTV has now been installed at Kingston Meadow.

30. Events Group (*Steve Harvey*) Organisation of the Chairman's Thankyou Party is under way a suggested date for the event is 12th December. Availability and cost will be sought.

31. Road Safety and Maintenance Group (*Andrew Franklin*) Resident Rex Butcher was thanked for repairing a local road sign.

32. Village Appearance Group (*Aileen Aitcheson*) A list of potential Blue Heart verges was presented to Surrey Highways, to date one has been adopted. Summer bedding has been planted in the six planters around the village.

33. Climate Change Group (*Sylvia Igglesden*) Signage to promote Shop Local is ready for installation. A meeting was held on 10th June and minutes have been circulated.

34. Countryside Group (*Juliet Robinson*) There is a new contact for Surrey Wildlife Trust. Contact will be made to discuss improvements to paths in the The Forest.

35. Railway Group (*Andrew Franklin*) A meeting was held with Parliamentary candidates to discuss the vacant shop at Horsley Station and disability at Horsley and Effingham Stations.

36. Heritage Task Group (*Robert Taylor*) The new group has collected an archive of 15 books on local history. There is a dedicated noticeboard at Kingston Ave. Historic England promoting Ada Lovelace links with Horsley Towers. Heritage Walks are being organised.

31. Project Groups Significant Update Report

37. Education. A meeting was held with SCC Education Cabinet Lead to discuss expanding nursery care at the Raleigh School. South Farnham Trust will discuss next steps at a forthcoming meeting

32. Report on External Meetings

38. Steve Harvey and the Clerk met representatives of Avon Estate. Avon Estates are considering upgrading the east side of Station Parade.

33. To Approve the Date of the Next Meeting of the Council

39. The next meeting is Monday 22nd July 2024 starting at 7.30pm in The Clubroom of East Horsley Village Hall KT24 6QT

N.S.Clemens
Parish Clerk
25th June 2024

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Appendix 1: PLANNING & ENVIRONMENT COMMITTEE Report

New planning applications considered by the Committee
Between 16th April 2024 & 10th June 2024

and dealt with under delegated authority:

Application	Committee Response
Ramada Jarvis Hotel, Guildford Road, East Horsley, Leatherhead, KT24 6TB Ref. No: 24/P/00415	Objection
Lower Widgery, Heath View, East Horsley, Leatherhead, KT24 5EA Ref. No: 24/P/00428	No Objection
Sheepleas House, Epsom Road, West Horsley, Leatherhead, KT24 6AL Ref. No: 24/P/00520	Objection
High Park, Glendene Avenue, East Horsley, Guildford, KT24 5AY Ref. No: 24/P/00524	No Objection
La Meridiana Restaurant, Ockham Road South, East Horsley, KT24 6QU Ref. No: 24/P/00503	No Objection
4 The Birches, East Horsley, Leatherhead, KT24 6QY Ref. No: 24/P/00630	No Objection
The Moorings, Pine Walk, East Horsley, Leatherhead, KT24 5AG Ref. No: 24/P/00647	No Objection
Land adjacent to, Ockham Lane, Ockham, GU23 6NT Ref. No: 23/P/00417	Objection
Carnanton Mawes, Green Dene, East Horsley, Leatherhead, KT24 5RG Ref. No: 24/P/00762	Objection
Land South of Thatchers Hotel, Guildford Road, East Horsley Ref. No: 24/P/00645	Objection

Application	Committee Response
Ruskin, Green Dene, East Horsley, Leatherhead, KT24 5RG Ref. No: 24/P/00707	Objection
Little Hatch, Forest Road, East Horsley, Leatherhead, KT24 5EY Ref. No: 24/P/00817	No Objection
Crannies, Ockham Road South, East Horsley, Leatherhead, KT24 6RX Ref. No: 24/P/00344	No Objection
Elmtops, Longhurst Road, East Horsley, Leatherhead, KT24 6AG Ref. No: 24/P/00814	No Objection

**DECISIONS reported by Guildford Borough Council between
8th April to the 7th June 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
22/P/01846	Westfield, Ockham Road North, East Horsley, KT24 6NU	Objection	Approved
24/P/00414	Daimar, 18 Parkside Close, East Horsley, KT24 5BY	Objection	Refused

Appeals Submitted or Decided between 8th April to the 7th June 2024

Reference	Location	Proposal	Appeal Date	Appeal Decided	Outcome
None					

Appendix 2: PAYMENTS APPROVED 1st April 2024 & 31st May 2024

Payment Type	Date	Payee	Reason	Amount £	Signatory 1	Signatory 2
Internet	03.04.24	SLCC	Clerk Membership	229.00	AJA	RT
Internet	03.04.24	HMRC	Q1 Tax NI	4,166.10	AJA	RT
Internet	03.04.24	Surrey ALC Ltd	Annual Subscription	1,484.68	AJA	RT
Internet	03.04.24	Simply Print	Parish Newsletter	996.00	AJA	RT
Internet	03.04.24	GBC	Rates	508.90	AJA	RT
Internet	12.04.24	Smile IT	Email Fee	15.40	AJA	RT
Internet	12.04.24	Village Hall	Room Hire	19.00	AJA	RT
Internet	12.04.24	Nikki Worsfold	Comms Co	895.00	AJA	SP
Internet	12.04.24	TCWS	Website	84.00	RT	SP
Internet	12.04.24	Rialtis BS	Annual Support	428.40	RT	SP
Internet	12.04.24	K D Jenkins	Salary Adj	102.47	RT	SP
Internet	23.04.24	Gidden Place	APM	80.00	RT	SP
Internet	23.04.24	Village Hall	Room Hire	74.25	RT	SP
Internet	23.04.24	Bill Kear	Forest Road Footpath	18,104.42	RT	SP
Internet	23.04.24	Equals	Debit Card	250.00	RT	SP
Internet	01.05.24	S Harvey	APM	197.42	RT	SP
Internet	01.05.24	Mulberry Co	Internal Audit	194.40	RT	SP
Internet	01.05.24	Mailbird	Parish Newsletter	1,489.30	AJA	RT
Internet	02.05.24	R Taylor	Chair Exp	115.94	AJA	RT
Internet	13.05.24	Equals	Debit Card	500.00	AJA	RT
Internet	13.05.24	Alan Gilbertson	RTG	85.99	AJA	RT
Internet	13.05.24	Village Hall	Room Hire	59.50	AJA	RT
Internet	13.05.24	Nikki Worsfold	Comms Co	1,175.00	AJA	RT
Internet	13.05.24	J & M Jessop	RTG	95.50	AJA	RT
Internet	16.05.24	Sohrab Farjoud	Noticeboard Repair	40.00	AJA	RT
Internet	16.05.24	A Aitcheson	Noticeboard Repair	15.45	AJA	RT
Internet	16.05.24	M R Hyatt	Village Warden	717.00	AJA	RT
Internet	16.05.24	Village Hall	Room Hire	230.00	AJA	RT
Internet	23.05.24	Village Hall	Room Hire	57.50	AJA	RT
Internet	23.05.24	St Martins Church	Repair Cafe	47.50	AJA	RT
Internet	23.05.24	MPS Mowers	Mower Repair	31.45	AJA	RT
Internet	23.05.24	C Jany	Mower Repair	7.59	AJA	RT
Internet	23.05.24	Wilton Security	CCTV	1,632.00	AJA	RT
Total				32,497.16		

Standing Orders and Direct Debits Currently In Force

Frequency	Payee	Amount £	VAT reclaimable
Monthly	Surrey County Council - employer and employee pension contributions	£962.79	N/A
Monthly	Scottish & Southern Electricity (SSE) - streetlighting	Variable £180.00	Yes
Monthly	Mr & Mrs Little (Storage)	£110.00	N/A
Monthly	Aerial Direct broadband, VOIP	£56.86	Yes
Monthly	GBC Parking Enforcement	£131.42	Yes
Monthly	Mobile Telephone O2	£13.06	Yes
Monthly	Salaries	£2455.98	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