

# 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 26<sup>th</sup> October 2023

## **Minutes of the Meeting of the Parish Council held in the Club Room East Horsley Village Hall 23<sup>rd</sup> October 2023 at 7.30pm**

**ATTENDANCE:** Councillors; Robert Taylor (Chair), Aileen Aitcheson, Colin Carmichael, Andrew Franklin, Steve Harvey, Juliet Robinson, Hilary Gullen, Sylvia Igglesden. SCC Cllr. Dennis Booth, GBC Cllr Catherine Young, Parish Clerk Nick Clemens & 3 members of the public.

### **66. To Receive and Accept Apologies for Absence in accordance with LGA 1972, Sch12, Para 40**

1. Steve Punshon, Holly Haling.

### **67. 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

### **68. To Co-Opt a Councillor**

3. Sylvia Igglesden was co-opted to the council and signed the Acceptance of Office.

### **69. To Agree and Sign the Minutes of the Previous Meeting held on 11<sup>th</sup> September 2023.**

4. The minutes of the previous meetings were agreed as an accurate record. The Chairman signed them.

### **70. Chairman's Comments**

5. The Chairman was disappointed to report that Horsley Country Preservation Society was winding up. The committee had concluded that its activities were no longer relevant and it had not been unable to find new personnel to take the group forward. The Chairman proposed a vote of thanks and this was marked by a round of applause by all present.

6. The Chairman welcomed the newly elected Surrey County Council ward councillor Dennis Booth.

### **71. SCC and GBC Update**

7. SCC Cllr Dennis Booth thanked the chairman for the warm welcome and said he looked forward to assisting the Parish Council when he had completed the induction process.

### **72. Public Participation**

8. A resident expressed asked why there were temporary traffic lights on Ockham Road North at Ada Gardens. The council had no information on this.
9. A resident commented that the new raised flower bed at the Kingston Avenue junction was partially obscuring a fire hydrant sign.
10. A resident commented that the new council website had not been populated effectively. In response it was stated that this was a work in progress as the site had only recently been launched.

**73 Planning and Environment Matters**

11. The Council reviewed the report on Planning & Environment Committee Meetings held since their previous council meeting (Appendix 1).
12. The Wisley appeal is being heard at Guildford Council Chambers is due to run until 1<sup>st</sup> December 2023. The planning consultant representing EHPC and WHPC, Colin Smith, gave his evidence and was cross examined by Taylor Wimpey barrister for half a day and set out his detailed reasons for refusal. The planning planning inspector's decision is expected to be published in the first quarter of 2024. Due to the complexity of the case and the extended timetable the original budget of £5000 is likely to be exceeded. The earmarked reserves have a budget of £15000. The council agreed that it was important to retain the planning consultant until the end of the process.

**74. Financial Matters**

13. The list of payments issued since the previous meeting were approved, these totalled £21873.73 (Appendix 2).
14. Q2 The clerk reported that income for the 6 months to September was £176394 and expenditure was £108209. This is slightly ahead of budget .

**75. To Agree the 2024-25 Budget**

15. The Finance & Risk Committee had reviewed the budget and recommended it to the council. The council agreed the budget.

**76. To Agree the Internal Audit Report**

16. The council agreed the internal audit report provided by Mulberry and Co. The clerk will make the minor changes suggested in the report and bring them to the council for agreement.

**77. To Agree the Investment Policy**

17. The clerk presented a revised policy and this was adopted by the council.

**78. To Approve the Assistant Clerk Salary**

18. The council agreed that the assistant clerk salary should be increased as per his contract of employment in line with NALC pay scales.

**79. To Agree a Policy for Village Appearance Grants**

19. This matter was deferred for to obtain advise from Surrey Association of Local Councils..

**80. To Agree Expenditure on a Vehicle Activated Sign (VAS)**

20. It council agreed expenditure of £4648 on a VAS of the same specification as the unit installed at High Park Avenue. The clerk confirmed that a new post will not be needed as there is an existing post at the site on Forest Road adjacent to Orchard Close.

**81. To Agree Expenditure on a Climate Change Survey**

21. The council agreed to expenditure of £100.

**82. New Council Website Update**

22. The new website has been launched and content is being added. TCWS will provide the relevant training in November. This will enable the assistant clerk and communications consultant to update content as necessary.

**83. To Agree to Support the Hedgehog Highway Project**

23. The council agreed to promote this project.

**84. To Discuss the Chairman's Volunteers Party**

24. Steve Harvey confirmed the event would be held at The Drift Golf Club on 12<sup>th</sup> December. The stage and PA system were organised and further meetings will be held with the events organiser to discuss food and refreshments.

**85. To Discuss the September Litter Pick**

25. The litterpick was well attended with volunteers of all ages taking part. The next litter pick will be held after delivery of the spring newsletter to advertise it more widely.

**86. Task Group Progress Reports**

26. Communications Group (*Steve Harvey*) The winter newsletter is being planned. The deadline for copy to be received is 6<sup>th</sup> November and distribution will start on 12<sup>th</sup> December.

27. Community Group (*Holly Haling*) A report was circulated to councillors prior to the meeting.

28. Events Group (*Steve Harvey*) No additional report.

29. Road Safety and Maintenance Group (*Andrew Franklin*) The quarterly meeting with Surrey Highways was held on 8<sup>th</sup> November and notes were circulated to councillors. Surrey Gardens/Forest Road Junction has been levelled and resurfaced.

30. Village Appearance Group (*Aileen Aitcheson*) Lovelace and Green now have the free water refill sign displayed in their window. Surrey Environment Enterprise has published a useful document aimed at reducing food waste and increasing recycling.

31. Climate Change Group (*Steve Harvey*) No additional report.

32. Countryside Group (*Steve Punshon*) A report was circulated prior to the meeting. There will be a meeting at Great Ridings Wood on 8<sup>th</sup> November to meet the new Woodland Trust manager.

33. Railway Group (*Andrew Franklin*) The latest report was circulated prior to the meeting. A new coffee vendor has opened at Effingham Station.

**87. Project Groups Significant Update Report**

34. Education: Cllr. Colin Carmichael reported that there was a presentation on 13<sup>th</sup> October this will be followed up with a meeting on 10<sup>th</sup> November.

**88. Report on External Meetings**

35. None reported.

**89. To Agree Expenditure on a Chartered Surveyors Report**

36. This item was held in camera.

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

37. The meeting is scheduled for Monday 4<sup>th</sup> December 2023 starting at 7.30pm in The Clubroom of East Horsley Village Hall KT24 6QT

Nick Clemens, Parish Clerk

25th October 2023

# EAST HORSLEY PARISH COUNCIL

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## **Appendix 1: PLANNING & ENVIRONMENT COMMITTEE Report** **New planning applications considered by the Committee** **Between 21<sup>st</sup> August 2023 to the 2<sup>nd</sup> October 2023**

and dealt with under delegated authority:

<b>Application</b>	<b>Committee Response</b>
Dray Cottage, Pennymead Drive, East Horsley, KT24 5AH Ref. No: 23/P/01238	No Objection
The Waters Edge, Ockham Road South, East Horsley, KT24 6RZ Ref. No: 23/P/01269	No Objection
Chicane, Ockham Road North, East Horsley Ref. No: 23/P/01257	No Objection
Conifers, Fearn Close, East Horsley, KT24 6AE Ref. No: 23/P/01340	No Objection
Roseacre, Chalk Lane, East Horsley, KT24 6TH Ref. No: 23/P/01394	No Objection
Robins Thatch, Woodland Drive, East Horsley, KT24 5AN Ref. No: 23/P/01427	No Objection
Greenacres, Forest Road, East Horsley, KT24 5BT Ref. No: 23/P/01447	No Objection
Greenacres, Forest Road, East Horsley, KT24 5BT Ref. No: 23/P/014467	No Objection
Woodland Edge, Cobham Way, East Horsley, KT24 5BH Ref. No: 23/P/01500	No Objection

Rozelle, Green Dene, East Horsley, KT24 5RE Ref. No: 23/P/01476	No Objection
Lower Widgery, Heath View, East Horsley, KT24 5EA Ref. No: 23/P/01476	Objection
Greenacres, Forest Road, East Horsley, KT24 5BT Ref. No: 23/P/01544	No Objection
Cherry Tree Cottage, Pine Walk, East Horsley, KT24 5AG Ref. No: 23/P/01567	Objection
Langdale, Woodland Drive, East Horsley, KT24 5AN Ref. No: 23/P/01579	No Objection
4A Station Parade, East Horsley, KT24 6QN Ref. No: 23/P/01590	No Objection
Birchetts, Heath View, East Horsley, KT24 5ED Ref. No: 23/P/01570	No Objection

**DECISIONS reported by Guildford Borough Council between  
21<sup>st</sup> August 2023 to the 2<sup>nd</sup> October 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/01147	Willow Green, Ockham Road North, East Horsley, KT24 6PU	Objection	Approved

**Appeals Submitted or Decided between 21<sup>st</sup> August 2023 to the 2<sup>nd</sup> October 2023**

Reference	Location	Proposal	Appeal Date	Appeal Decided	Outcome
Nil Return					

## Appendix 2: PAYMENTS APPROVED 30<sup>th</sup> July to 30<sup>th</sup> September 2023

Payment Type	Date	Payee	Reason	Amount £	Signatory 1	Signatory 2
Internet	08.08.23	H Haling	HBDO	50.00	RT	AJA
Internet	08.08.23	TCWS	Website	504.00	RT	AJA
Internet	08.08.23	TCWS	Picture SS	84.00	RT	AJA
Internet	08.08.23	EP Cox	HBDO	1290.00	RT	AJA
Internet	08.08.23	Colin Smith Planning	Wisley	540.00	RT	AJA
Internet	08.08.23	Village Hall	Room Hire	18.00	RT	AJA
Internet	16.08.23	New Leaf	Forest Rd Path	960.00	RT	AJA
Internet	16.08.23	J Hamshar	Toilet Cleaning	465.00	RT	AJA
Internet	16.08.23	Apple	Computer	1783.20	RT	AJA
Internet	29.08.23	GBC	Business Rates	561.00	RT	AJA
Internet	29.08.23	A Gilbertson	RTG	107.48	RT	AJA
Internet	29.08.23	Equals	Debit Card	250.00	RT	AJA
Internet	29.08.23	PKF	Audit	504.00	RT	AJA
Internet	29.08.23	N Clemens	Seat Repairs	167.59	RT	AJA
Internet	29.08.23	N Worsfold	Comms Co	780.00	RT	AJA
Internet	29.08.23	Smile IT	PC Service	126.00	RT	AJA
Internet	13.09.23	M Jessop	RTG Planter	337.53	RT	AJA
Internet	13.09.23	R Taylor	Wisley Exp	8.95	RT	AJA
Internet	13.09.23	M Hyatt	Village Warden	434.60	RT	AJA
Internet	13.09.23	J Hamshar	Toilet Cleaning	465.00	RT	AJA
Internet	13.09.23	M Swaffield	RTG Planter	1850.00	RT	AJA
Internet	13.09.23	Colin Smith Planning	Wisley Appeal	810.00	RT	AJA
Internet	13.09.23	Village Hall	Room Hire	13.50	RT	AJA
Internet	13.09.23	N Worsfold	Comms Co	1870.00	RT	AJA
Internet	26.09.23	M Hyatt	Village Warden	427.25	AJA	SP
Internet	26.09.23	M Hyatt	Village Warden	996.00	AJA	SP
Internet	26.09.23	TCWS	Newsletter	561.00	AJA	SP
Internet	26.09.23	TCWS	Litterpick Sign	84.00	AJA	SP
Internet	26.09.23	TCWS	Website	1470.00	AJA	SP
Internet	26.09.23	Village Hall	Toilet Utilities	33.51	AJA	SP
Internet	26.09.23	Village Hall	Toilet Utilities	44.18	AJA	SP
Internet	26.09.23	N Clemens	Cartridges	23.94	AJA	SP
Internet	26.09.23	GBC Rates	Business Rates	561.00	AJA	SP
Internet	26.09.23	Cherry Trees	Grant	3675.00	AJA	SP
Internet	26.09.23	Unity Trust	Service Charge	18.00	AJA	SP
<b>Total</b>				21873.73		

**Standing Orders and Direct Debits Currently In Force**

<b>Frequency</b>	<b>Payee</b>	<b>Amount £</b>	<b>VAT reclaimable</b>
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	£56.86	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

11<sup>th</sup> October 2023

**Minutes of a Meeting of the Parish Council Finance & Risk Management Committee held in the Parish Meeting Room, on 10<sup>th</sup> October 2023 at 2.00 pm.**

**ATTENDANCE:**

Aileen Aitcheson, Robert Taylor, Steve Punshon, Colin Carmichael, 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. Review the Bank Balances**

3. The committee approved the figures. The Clerk was asked to review suitable accounts for parish councils.

**4. To Discuss the 2024-25 Budget**

4. The committee reviewed the budget provided by the Clerk. The amended budget will be presented to the Council at the 23<sup>rd</sup> October meeting.

**5. To Discuss the Financial Outturn April - September**

5. The committee were content with the 6 month income and expenditure figures presented. The forecast for the year end was a deficit of £18000.

**6. To Discuss the Internal Audit Report**

6. The committee were content with the outcome of the audit and asked the clerk to progress changes to the Financial Regulations and review of the Investment Policy.

**7. To Agree the Investment Policy**

7. Minor changes were agreed and this will be presented to the Council at the 23<sup>rd</sup> October Meeting.

**8. Next F&R Meeting**

8. The next meeting of the Finance & Risk Committee will be 28th November 2.00 pm.

*Nick Clemens Clerk*