

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@easthorsley.org

7th October 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 **14th October 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.**
 - Steve Harvey
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 £7568.14 previously authorised by Councillors.
Appendix 2 contains a list of cheques signed by councillors prior to the meeting
8. **To Agree PKF Audit Report**
 - The audit report approved the accounts with no recommendations. The auditors report was circulated prior to the meeting.
9. **To Agree a Detailed Assessment into the Viability of a Padel Tennis Project in Kingston Meadow**
 - It is proposed to consider the community benefit and viability of constructing two Padel Tennis Courts. A paper has been circulated prior to the meeting.

- 10. To Agree Expenditure for Upgrading Forest Road Footpath**
 - Forest Road residents have agreed to upgrade the footpath between Woodland Drive and Pennymead Drive. They request the council provide £500 for hire of equipment and materials.
- 11. To Agree a Budget for the Station Parade Christmas Fair 2024**
 - In previous years the council has provided funding for signage, additional costs were incurred and these were paid by one of the retailers. To ensure the event continues to be successful a budget up to £1000 is required.
- 12. To Agree to Making a Grant to St Martins Church for a Defibrillator**
 - St Martins Church have organised the installation of a defibrillator outside the Canterbury Rooms. They have requested that the parish council purchase the cabinet for the unit. The cost of this is £529.
- 13. To Agree Expenditure on a Hedgerow in Wellington Meadow**
 - The Countryside Task Group propose a Miyawaki style hedge in Wellington Meadow. The cost is £1295.85. A detailed proposal has been circulated prior to the meeting.
- 14. To Agree expenditure on Planting Raised Flowerbeds**
 - The two raised beds at Station Parade have been replanted by Estelle Los using drought resistant species and needing less maintenance attention. It is proposed to replant the beds at Bishopsmead Parade and Effingham Junction at a maximum cost £500.
- 15. To Discuss the Chairman's Christmas Party**
 - To agree canape selection
- 16. To Discuss the Outcome of the Litterpick**
 -
- 17. The Repair Café Update**
- 18. Parish Councillor Recruitment**
 - The council are running with 3 vacancies.
- 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 December 2nd at 7.30pm in the Village Hall Clubroom

Agenda: East Horsley Parish Council Meeting 14th October 2024
***THE MINUTES OF PREVIOUS MEETINGS ARE AVAILABLE FOR VIEWING IN
HORSLEY LIBRARY***

Nick Clemens Parish Clerk 07/10/2024

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Appendix 1: **PLANNING & ENVIRONMENT COMMITTEE Report**

**New planning applications considered by the Committee
Between 2nd September 2024 to the 30th September 2024**

and dealt with under delegated authority:

Application	Committee Response
Hillside, Crocknorth Road, East Horsley, KT24 5TF Ref. No: 24/P/01106	No Objection
Normay, Forest Road, Effingham Junction, KT24 5HE Ref. No: 24/P/01146	No Objection
Green Tiles, High Park Avenue, East Horsley, KT24 5DB Ref. No: 24/P/01244	No Objection
Woodlands, The Warren, East Horsley, KT24 5RH Ref. No: 24/P/01311	No Objection
White Cottage, Chalk Lane, East Horsley, KT24 6TJ Ref. No: 24/P/01327	No Objection
Ruskin, Green Dene, East Horsley, KT24 5RG Ref. No: 24/P/01344	No Objection
Tower Cottage, Guildford Lodge Drive, East Horsley, KT24 6RJ Ref. No: 24/P/01370	Objection

**DECISIONS reported by Guildford Borough Council between
26th August 2024 to the 27th September 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/01106	Hillside, Crocknorth Road, East Horsley, KT24 5TF	No Objection	Refused
24/P/01038	Yew Tree Cottage, Park Horsley, East Horsley, KT24 5RZ	No Objection	Refused
24/P/00344	Crannies, Ockham Road South, East Horsley, KT24 6RX	No Objection	Withdrawn

**Appeals Submitted or Decided between 26th August 2024 to the 27th September 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 August 2024 to the 31st August 2024

Payment Type	Date	Payee	Reason	Amount £	Signatory 1	Signatory 2
Internet	06.08.24	Nikki Worsfold	Comms Consultant	810.00	AA	RT
Internet	06.08.24	N Clemens	Toilet Door Closer	32.05	AA	RT
Internet	14.08.24	C Jany	Church Lawnmower	196.49	AA	RT
Internet	14.08.24	HMRC	Employee Tax & NI	4,164.02	AA	RT
Internet	14.08.24	Nick Clemens	Laptop Battery	21.99	AA	RT
Internet	14.08.24	Repair Cafe	A/c Transfer	690.84	AA	RT
Internet	20.08.24	Robert Taylor	Heritage Group Blue Plaque	43.79	AA	RT
Internet	30.08.24	Julie Hamshar	Parish Cleaner	1,590.00	AA	RT
Internet	30.08.24	Village Hall	Flood Forum	19.00	AA	RT
Total				7,568.14		

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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24th September 2024

Minutes of a Meeting of the Parish Council Finance & Risk Management Committee held in the Parish Meeting Room, on 19th September 2024 at 10.00 am.

ATTENDANCE:

Aileen Aitcheson (Chair), Robert Taylor, Colin Carmichael, Nicholas Clemens (Clerk)

8. To Receive and Accept Apologies for Absence

1. Hilary Gullen, Steve Harvey

9. 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.

10. Review the Bank Balances

3. The committee approved the figures. The 2nd Precept instalment has been received and it was agreed to move £40000 from the deposit account, £10000 will be paid into Skipton Building Society and £30000 into CCLA

11. To Review the Year End Audit 2023-24

4. This item was deferred as PKF had not completed the audit.

12. To Review Q1 Outturn

5. Colin Carmichael carried out the Q1 reconciliation queries he raised were answered satisfactorily by the clerk. Relevant documents were signed by Colin. Expenditure in Q1 was slightly lower than expected. The Clerk reported that he expected there would be a surplus at year end.

13. To Discuss the 2025-26

6. The clerk provided a draft budget. It was agreed that members of the committee would review the document. A draft will be presented to the Council at the October PC meeting.

14. Budget Contractor Work Patterns

7. The committee reviewed the hours billed by contractors. It was noted that the Village Warden was not invoicing regularly and hours worked were lower than expected.

15. Next F&R Meeting

8. The next meeting of the Finance & Risk Committee will be 31st October 10am.

Nick Clemens Clerk