

# 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 16<sup>th</sup> October 2024

## **Minutes of the Meeting of the Parish Council held in the Club Room East Horsley Village Hall 14<sup>th</sup> October 2024 at 7.30pm**

**ATTENDANCE:** Councillors; Robert Taylor (Chair), Aileen Aitcheson , Andrew Franklin, Colin Carmichael, Hilary Gullen, Sylvia Igglesden, & Juliet Robinson, Assistant Parish Clerk Kevin Jenkins, Surrey Cllr. Dennis Booth and two members of the public.

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

1. Apologies received from Holly Haling, Steve Harvey.

### **72. 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

### **73. To Agree and Sign the Minutes of the Previous Meeting held on the 2<sup>nd</sup> September 2024**

3. The minutes of the previous meetings were agreed as an accurate record. The Chair signed them.

#### **Chair's Comments**

4. GBC Cllr. Catherine Young sent her apologies for not attending the meeting. The Chairman read GBC Update notes that she had provided.

### **74. SCC and GBC Update**

5. SCC Cllr. Dennis Booth told the meeting that he was pursuing Surrey Highways to make a permanent repair to the pothole on Ockham Road South adjacent to the Library.

6. SCC Cllr. Dennis Booth is disappointed that the flooding in Kingston Avenue persists. This is a result of a failure by GBC to clean the gulleys.

7. SCC Cllr. Dennis Booth attended the planning meeting to discuss Hallam development proposal at Wisley. He felt the proceedings were held in a chaotic manner.

8. SCC Cllr. Dennis Booth met Andrew Franklin and Juliet Robinson to discuss road safety in East Horsley.

### **75. Public Participation**

9. A resident asked when the pothole on Ockham Road South adjacent to the library would be repaired effectively as it poses a risk to road users.

### **76. Planning and Environment Matters**

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

**77. Financial Matters**

11. The list of payments issued since the previous meeting were approved, total being £7568.14. (Appendix 2)

**78. To Agree PKF Audit Report**

12. The Council approved the audit report for 2023-24.

**79. To Agree a Detailed Assessment into the Viability of a Padel Tennis Project in Kingston Meadow**

13. The council agreed to forming a project group to fully assess the community appetite for the installation of Padel Tennis Courts in Kingston Meadow and the financial implications for the council.

**80. To Agree Expenditure for Upgrading Forest Road Footpath**

14. The council agreed to provide £500 for tools and materials for the improvement of the informal path between Woodland Drive and Pennymead Drive on Forest Road. Work will be carried out by Forest Road volunteers.

**81. To Agree a Budget for the Station Parade Christmas Fair 2024**

15. A budget of £1000 was agreed to support the Christmas Fair at Station Parade.

**82. To Agree to Making a Grant to St Martins Church for a Defibrillator**

16. The council agreed to make a grant of £529 to St Martins Church. This will be used to purchase a secure cabinet.

**83. To Agree Expenditure on a Hedgerow in Wellington Meadow**

17. The council agreed expenditure of £1295.85 to plant a micro forest hedge to improve biodiversity. This cost may be reduced if a working party of volunteers carry out planting.

**84. To Agree Expenditure on Planting Raised Flowerbeds**

18. The council agreed to expenditure of £500 on planting raised beds in the village. Planting will be more drought resistant and need less maintenance.

**85. To Discuss the Chairmans Christmas Party**

19. The council agreed the catering for the event.

**86. To Discuss the Outcome of the Litterpick**

20. The number of volunteers was lower than previous events. Councillors were pleased to note the level of litter collected was very small. Thanks to all those who participated and to other residents who regularly collect litter.

**87. The Repair Café Update**

21. The Repair Café has established itself as an important repair venue. The volunteers cover a broad range of skills. An additional Watch and Clock repairer would be beneficial.

**88. Parish Councillor Recruitment**

22. The council agreed to a poster campaign to encourage residents to consider becoming a councillor.

**89. Task Group Progress Reports**

23. Climate Change (*Sylvia Igglesden*) - Advised next meeting of the group is Wednesday 16<sup>th</sup> October. A Water event is being held in 28<sup>th</sup> October in West Horsley village Hall.
24. Communications (*Steve Harvey*) – The Winter Newsletter is being planned, the copy deadline is 28<sup>th</sup> October and distribution will be in mid-December. The Autumn edition was delivered on time, with several inserts helping to defray costs.
25. Community (*Holly Haling*) – No update.
26. Countryside (*Juliet Robinson*) – A meeting will be held with John Baker, countryside manager. This will be a multi parish meeting.
27. Events (*Steve Harvey*) – Nominations for VOTY are open until the end of October with the winner being announced at the Chairmans Christmas Party.
28. Heritage (*Steve Harvey*) – 4 guided walks were held in September with 20 participants per walk. The Heritage Archive now has 18 different titles catalogued. The blue plaque scheme has been launched and interest is positive.
29. Railway (*Andrew Franklin*) – Work on upgrading the Horsley Station toilets has started.
30. Road Safety and Maintenance (*Andrew Franklin*) – Traffic separation bollards removed from Effingham Jct station approach will be reused by West Horsley Place.
31. Village Appearance (*Aileen Aitcheson*) – Next meeting of group is Thursday 31<sup>st</sup> October.

**90. Project Groups Significant Update Report**

32. No Reports Received.

**91. Report on External Meetings**

33. Juliet Robinson attended the Flood Forum second meeting. She reported that it was disappointing that no external agency attended. This made the meeting ineffective with only parish councils attending.
34. Andrew Franklin met the new chair of Friends of Horsley Library, Judy Young, to discuss reinstating an IT Buddy Group.
35. Colin Carmichael, Holly Haling and Andrew Franklin attended St Martins Church stained glass window commemoration. The church made a gift of an oak tree to East and West Horsley parish councils.

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

36. The meeting is scheduled for Monday 2nd December 2024 starting at 7.30pm in The Clubroom of East Horsley Village Hall KT24 6QT.

**Nick Clemens Parish Clerk**

**16th October 2024**

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## Appendix 1: PLANNING & ENVIRONMENT COMMITTEE Report New planning applications considered by the Committee Between 2<sup>nd</sup> September 2024 to the 30<sup>th</sup> 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	Objection
Tower Cottage, Guildford Lodge Drive, East Horsley, KT24 6RJ Ref. No: 24/P/01370	No Objection

**DECISIONS reported by Guildford Borough Council between  
26<sup>th</sup> August 2024 to the 27<sup>th</sup> 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*

<b>Reference</b>	<b>Location</b>	<b>P&amp;EC Response</b>	<b>GBC Decision</b>
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 26<sup>th</sup> August 2024 to the 27<sup>th</sup> September 2024 –  
Nil Return**

<b>Reference</b>	<b>Location</b>	<b>Proposal</b>	<b>Appeal Date</b>	<b>Appeal Decided</b>	<b>Outcome</b>
N/A	N/A	N/A	N/A	N/A	N/A

## Appendix 2: PAYMENTS APPROVED 1<sup>st</sup> August 2024 to the 31<sup>st</sup> 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
<b>Total</b>				<b>7568.14</b>		

### 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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24<sup>th</sup> September 2024

## **Minutes of a Meeting of the Parish Council Finance & Risk Management Committee held in the Parish Meeting Room, on 19<sup>th</sup> 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 2<sup>nd</sup> 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 31<sup>st</sup> October 10am.

*Nick Clemens Clerk*