



East Horsley

Parish Council

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

10 June 2025

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 **16 June 2025** 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

AGENDA

1. To accept apologies & reasons for absence in accordance with the LGA 1972, Sch12, Para 40.
2. Declaration of Disclosable Pecuniary Interests by Councillors on any of the agenda items below in accordance with The Relevant Authorities.
3. Minutes of the previous meetings. To be agreed & signed by the Chairman as a true & accurate record.
4. Chairman's Comments
5. SCC and GBC Update
6. 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.

7. Planning and Environment Matters

To receive a report from the Chairman of the Committee - *Applications considered attached – Appendix 1.*

8. Financial Matters - To approve the list of payments amounting to £40320.29 previously authorised by Councillors - Appendix 2 contains a list of cheques signed by councillors prior to the meeting
 9. To Agree the Internal Audit 2024-25 - The internal auditors report has been circulated. The Finance Committee reviewed the report and agreed its content. The auditor raised no issues.
 10. To Agree the Governance Statement 2024-25 - The governance statement has been circulated. The Finance Committee reviewed the report and agreed its content.
 11. To Agree the Accounting Statement - The accounting statement has been circulated. The Finance Committee reviewed the report and agreed its content.
 12. To Agree Direct Debits and Standing Orders - The direct debits and standing orders are in Appendix 2
 13. To approve the updated Financial Regulations (attached)
 14. To approve the updated Standing Orders (attached)
 15. Email Migration to .Gov.Uk Update
 16. Storeroom Update
 17. Horsley Big Day Out - update
 18. Task Group Progress Reports - (Leaders of the group are to brief the council on relevant progress)
 - a) Community and Communication Group (Steve Harvey)
 - b) Climate Change Group (Sylvia Igglesden)
 - c) Events Group (Steve Harvey)
 - d) Road Safety and Maintenance Group (Andrew Franklin)
 - e) Village Appearance Group (Aileen Aitcheson)
 - f) Countryside Group. (Juliet Robinson)
 - g) Railway Group (Andrew Franklin)
 - h) Heritage Group (Robert Taylor)
 19. Project Groups Significant Update Reports
 20. External Meetings
 21. Retirement of Clerk
 22. To Approve the Date of the Next Meeting of the Council
- The next Parish Council Meeting is scheduled for Monday 28 July at 7.30pm in the Village Hall Clubroom

N.S.Clemens Parish Clerk 10/06/2025

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Appendix 1: PLANNING & ENVIRONMENT COMMITTEE Report New planning applications considered by the Committee Between 31st March to the 30th May 2025

and dealt with under delegated authority:

Application	Committee Response
Woodhill, Farm Lane, East Horsley, Leatherhead, KT24 5AB Ref. No: 25/P/00279	No Objection
Blythewood, The Highlands, East Horsley, Leatherhead, KT24 5BQ Ref. No: 25/P/00319	No Objection
Glendene, Glendene Avenue, East Horsley, Leatherhead, KT24 5AY Ref. No: 25/P/00338	No Objection
The Bothy, Forest Road, East Horsley, Leatherhead, KT24 5ER Ref. No: 25/P/00337	No Objection
12 Chestnut Way (Plot 44), Ada Gardens, East Horsley, KT24 6PU Ref. No: 25/P/00329	Objection
Greenacres, Forest Road, East Horsley, Leatherhead, KT24 5BT Ref. No: 25/P/00352	Objection
Field Cottage, Bluebell Lane, East Horsley, Leatherhead, KT24 6RH Ref. No: 25/P/00046	No Objection
Bluebell Cottage, Bluebell Lane, East Horsley, Leatherhead, KT24 6RH Ref. No: 24/P/01499	No Objection
Bluebell Cottage, Bluebell Lane, East Horsley, Leatherhead, KT24 6RH Ref. No: 24/P/01500	No Objection
10 Maple Lane, East Horsley, KT24 6FT Ref. No: 25/P/00384	No Objection
Drift Barn, The Drift, East Horsley, KT24 6NU Ref. No: 25/P/00387	No Objection
13 Old Lane, Ockham, Guildford, Cobham, KT11 1NW Ref. No: 25/P/00422	No Objection
Pippins, Park Corner Drive, East Horsley, Leatherhead, KT24 6SE Ref. No: 25/P/00460	No Objection
Windover, Park Corner Drive, East Horsley, Leatherhead, KT24 6SE Ref. No: 25/P/00470	No Objection
Oaklands, 6 The Ridings, East Horsley, Leatherhead, KT24 5BN Ref. No: 25/P/00477	No Objection
Little Acre, Old Rectory Lane, East Horsley, Leatherhead, KT24 6QH Ref. No: 25/P/00514	No Objection
Fir Trees, Lynx Hill, East Horsley, Leatherhead, KT24 5AX Ref. No: 25/P/00513	No Objection

Application	Committee Response
5 Maranello House, Ockham Road South, East Horsley, Leatherhead, KT24 6QA Ref. No: 25/T/00073	No Objection
Hillcrest, The Highlands, East Horsley, Leatherhead, KT24 5BQ Ref. No: 25/P/00523	No Objection
Brook House, Forest Close, East Horsley, Leatherhead, KT24 5BU Ref. No: 25/P/00604	No Objection
5 Station Parade, East Horsley, Leatherhead, KT24 6QN Ref. No: 25/P/00638	No Objection
Maplewood, Forest Road, East Horsley, Leatherhead, KT24 5BT Ref. No: 25/P/00660	No Objection
Hawthorns, 2 Falconwood, East Horsley, Leatherhead, KT24 5EG Ref. No: 25/T/00098	No Objection
Dulverton, Old Rectory Lane, East Horsley, Leatherhead, KT24 6QH Ref. No: 25/P/00584	
Hycotts, Forest Road, East Horsley, Leatherhead, KT24 5BT Ref. No: 25/T/00105	
Highcroft, Ockham Road South, East Horsley, Leatherhead, KT24 6RX Ref. No: 25/P/00700	

DECISIONS reported by Guildford Borough Council from the 31st March to 6th June 2025

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/01698	Montclair, Norrels Ride, East Horsley, Leatherhead, KT24 5EH	No Objection	Refused
25/P/00352	Greenacres, Forest Road, East Horsley, Leatherhead, KT24 5BT	Objection	Approved
24/P/01663	Pennyfields, Farm Lane, East Horsley, Leatherhead, KT24 5AB	No Objection	Refused

Appeals Submitted or Decided between 31st March & 6th June 2025
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 April – 30th May 2025

Payment Type	Date	Payee	Reason	Amount £	Signatory 1	Signatory 2
Internet	02/04/25	Dobbies Nurseries	Stihl Equipment	2200.91	CC	SH
Internet	02/04/25	J Rodgerson	Storeroom Construction	6000.00	CC	SH
Internet	07/04/25	Georges Gardens	Maintenance Tasks	1305.00	AJA	RT
Internet	07/04/25	Nikki Worsfold	Comms Co	913.00	AJA	RT
Internet	11/04/25	Hedgehog Gardens	Ground Clearance	546.00	SH	AJA
Internet	14/04/25	Simply Print	Newsletter	996.00	SH	AJA
Internet	14/04/25	Simply Print	Railway TG	120.00	SH	AJA
Internet	14/04/25	Mailbird	Newsletter	1591.91	SH	AJA
Internet	14/04/25	TCWS	HBDO	134.40	SH	AJA
Internet	16/04/25	Parish Online	Mapping Portal	230.40	SH	AJA
Internet	16/04/25	Plan4Padel	Expert Advice	300.00	SH	AJA
Internet	16/04/25	Signomatic	Railway Sign	631.39	SH	AJA
Internet	16/04/25	Hedgehog Gardens	Churchyard Maintenance	2042.00	SH	AJA
Internet	30/04/25	HMRC	Tax & NI Q4	3347.54	RT	AJA
Internet	30/04/25	Equals	Debit Card	250.00	RT	AJA
Internet	30/04/25	Anthony Dinkin	RTG Expense	21.36	RT	AJA
Internet	30/04/25	Village Hall	Room Hire	52.50	RT	AJA
Internet	30/04/25	J Rodgerson	Storeroom Construction	6000.00	RT	AJA
Internet	30/04/25	Surrey CA	Payroll	96.00	RT	AJA
Internet	30/04/25	TCWS	Railway Sign Design	1340.40	RT	AJA
Internet	30/04/25	TCWS	RTG Banner	90.00	RT	AJA
Internet	30/04/25	TCWS	RTG Flyers	72.00	RT	AJA
Internet	30/04/25	SW Groom	RTG Expenses	126.58	RT	AJA
Internet	30/04/25	SW Groom	RTG Expenses	63.89	RT	AJA
Internet	30/04/25	Spring Reach Nursery	Plants	28.50	RT	AJA
Internet	30/04/25	N Clemens	Cluskeys	71.75	RT	AJA
Internet	30/04/25	S Harvey	APM Expense	104.33	RT	AJA
Internet	30/04/25	S Harvey	APM Expenses	45.63	RT	AJA
Internet	30/04/25	Service Fee	Unity Trust Bank	10.95		
Internet	01/05/25	TCWS	Poster Design	72.00	RT	AJA
Internet	13/05/25	N Clemens	APM Printing	130.50	RT	AJA
Internet	13/05/25	TCWS	APM Banner Stickers	48.00	RT	AJA
Internet	13/05/25	Surrey CA	Payroll	96.00	RT	AJA
Internet	13/05/25	Surrey ALC	Annual Membership	1528.54	RT	AJA
Internet	14/05/25	A Franklin	APM Beverages	276.20	RT	AJA
Internet	14/05/25	N Clemens	Batteries	12.90	RT	AJA
Internet	14/05/25	TCWS	HBDO ABBA Poster	134.40	RT	AJA
Internet	14/05/25	Simply Print	RTG & APM Banners	168.00	RT	AJA

Internet	14/05/25	Clifford Tree Services	Churchyard Maintenance	420.00	RT	AJA
Internet	14/05/25	Village Hall	Room Hire	20.00	RT	AJA
Internet	14/05/25	J Rodgerson	Storeroom Construction	6000.00	RT	AJA
Internet	14/05/25	N Worsfold	Comms Co	1111.00	RT	AJA
Internet	14/05/25	Anna Mitchell	Councillor Exp.	35.00	RT	AJA
Internet	14/05/25	C Jany	RTG Exp	153.83	RT	AJA
Internet	22/05/25	M Jessop	RTG	100.00	RT	AJA
Internet	22/05/25	Georges Gardens	Vegetation Clearance	180.00	RT	AJA
Internet	22/05/25	HMRC	Tax & NI	639.49	RT	AJA
Internet	22/05/25	N Clemens	HBDO Gazebo	449.99	RT	AJA
Internet	31/05/25	Service Charge	Unity Trust	12.00	RT	AJA
Total				40320.29		

Standing Orders and Direct Debits Currently In Force

Frequency	Payee	Amount GBP	VAT reclaimable
Monthly	Surrey County Council - employer and employee pension contributions	318.20	N/A
Monthly	Scottish & Southern Electricity (SSE) - streetlighting	Variable 133.99	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	4,282.83	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

