

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 24th July 2023

Minutes of the Meeting of the Parish Council held in the Club Room East Horsley Village Hall

17th July 2023 at 7.30pm

ATTENDANCE: Councillors; Robert Taylor (Chair), Aileen Aitcheson, Colin Carmichael, Andrew Franklin, Holly Haling, Steve Harvey, Steve Punshon, Juliet Robinson, Assistant Parish Clerk Kevin Jenkins, Surrey Cllr. Colin Cross, GBC Cllr. Catherine Young & 5 members of the public.

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

1. No Apologies received.

30. 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

31. To Agree and Sign the Minutes of the Previous Meeting held on 5th June 2023.

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

Chairman's Comments

4. The Chair thanked Steve Harvey & the Horsley Big Day Out Team for a very successful event held at Horsley Towers on Sunday 2nd July.

5. The Chair welcomed and complemented former Councillor Stephen Skinner who had served loyally on the Parish Council for sixteen years.

32. To Co-Opt a Councillor

6. The Chair introduced Hilary Gullen a local resident of two years who had applied to become a new Parish Councillor, who said her motivation to stand she very much enjoyed living in the area and wanted to get involved in the local community and was voted in unanimously by the Councillors to join the Council, and she subsequently signed the Declaration Acceptance of Office.

33. SCC and GBC Update

7. GBC Cllr. Catherine Young congratulated Chair Robert Taylor for his presentation at the recent Guildford Borough Planning meeting held on the 10th July in respect of the proposed development of Wisley and confirmed that the Borough Council had resolved to refuse the planning application and was now preparing for the next stage of the appeal.

8. Surrey Cllr. Colin Cross informed the meeting that he would be sending to the Parish Council details of Surrey's Commons Registration & Town Villages Green Report which has now been received.

34. Public Participation

9. Antony Etwell former Councillor congratulated Chair for his presentation at the Guildford Borough Council Planning Meeting and to Steve Harvey and the Horsley Big Day.

10. A resident mentioned that the Parish website had not been updated with pictures of the Horsley Big Day Out and brought to the attention of the meeting of a Blue Citroen Van that is being parked at Bishopsmead Parade in flagrant of the parking restrictions.
11. Stephen Skinner was presented with a card of thanks and a montage of pictures of his 16 years' service to the Parish Council.
- 35. Planning and Environment Matters**
12. The Council reviewed the report on Planning & Environment Committee Meetings held since their previous council meeting (Appendix 1), where it was highlighted that Guildford Borough Council had improved their turn around in getting applications processed.
- 36. Financial Matters**
- The list of payments issued since the previous meeting were approved, these totalled GBP26,775.20 (Appendix 2).
- 37. Wisley Planning Appeal, To Agree to Engage a Planning Consultant**
13. The engagement of a Planning Consultant Colin Smith from Colin Smith Planning Ltd was approved and that East Horsley would contribute GBP5,000.00 to be matched equally by West Horsley Parish Council.
- 38. To Agree to Fund a Fruit and Vegetable Display Rack for Horsley Village Stores**
14. This was proposed by the Climate Change Group. After discussion between the Councillors, it was agreed that they would fund 50% of the cost GBP225.00. The motion was carried with one Councillor abstaining.
- 39. To Agree to Changing Telephone and Broadband Supplier**
15. The Council agreed to this change from Plus Net the current provider and now use Aerial Direct especially as they offer a bit more of a personal touch.
- 40. Horsley Big Day Out Report**
16. Cllrs. Steve Harvey and Colin Carmichael provided an interim summary of the Financial Outturn with the proviso that balances shown were subject to final checking and validation and confirmed that the Parish website would be updated when the final figures have been agreed.
- 41. To Agree the Date of the Chairman's "Thank You Party"**
17. This is to be organised by The Events Task Group with the proposed date of Tuesday 5th December being that it coincided with International Volunteer Day, the venue to be decided between three sites: - 1/Great Hall Horsley Towers, 2/St Martin's Church in the Canterbury Room, 3/The Drift Golf Club.
- 42. To Discuss New Initiatives**
18. Following last year's "Brain Storming" event, it was proposed to hold another one later this year but with an Agenda and Minutes taken so that any decisions made would be progressed.
19. A suggestion was made following the success of The Horsley Big Day Out that for future Village events, a role of Overall Facilitator could be created to act as a central point of contact who would act as a link to assist communication between all the groups in the village.

43. Task Group Progress Reports

20. Communications Group (*Steve Harvey*) The summer newsletter was printed and delivered on time with three flyers. The design of the new website is being progressed and the purchase of new Macbook Pro 14 computer for the use of Nikki Worsfold the Communications Consultant.
21. Climate Change Group (*Steve Harvey*) It was reported that the group are working on a new Mission Statement and proposing a Village Survey bringing awareness of the group and what they want to achieve. The group are also supporting the Blue Campaign in which residents are encouraged to increasing biodiversity in grass verges.
22. Events Group (*Steve Harvey*) The next event being organised is the Chairman's Thank You Party to take place on Tuesday 5th December.
23. Road Safety and Maintenance Group (*Andrew Franklin*) The new VAS installed at the corner of the park was now fully operational, and that the group to arrange a meeting with Patrick Giles, from Surrey Highway & Transport but he was not responding to recent e-mails.
24. Village Appearance Group (*Aileen Aitcheson*) Advised that their next meeting will take place on Thursday 14th September at 11am where they will welcome their new member, Steve Harvey. It was mentioned that the path by Horsley Court had been tidied, and it was asked if anything was being done regarding the Buddleia growing over the path to the Station and this will be looked at as a possible task for the village warden.
25. Community Group (*Holly Haling*) More CCTV is being considered for Kingston Meadows, especially as there has recently been reported anti-social behaviour near the public toilet.
26. Countryside Group (*Steve Punshon*) It was reported that some vandalism had been seen near Effingham Common to the entrance and it was hoped this was not a precursor to recent trouble encountered with quad bikes. Also, a sight visit by Rory Howell, the new Woodland Trust Officer, is going to be arranged.
27. Railway Group (*Andrew Franklin*) A new planter has been installed at Effingham Junction Station by the bridge on the Guildford bound platform, and that a grant of GBP250.00 has been awarded from Community Rail Network towards the cost of the planter. Effingham Junction Friends have now submitted their video entry to South Western Trains for "Stations in Bloom".
28. Picture unveiling of the Steam Engine No. 61306 Mayflower, Class B1 steaming through Horsley Station on its way to Portsmouth taken by Rex Butcher.
29. There has been progress made in getting the water leak on the steps from the Station to Ockham Road South. A duct is being fitted to the side of the steps to take overflowing water from an underground spring found under the station car park.
30. Efforts continue, with help from Cllr. Steve Harvey, to reach agreement with SWR on a suitable location at the station for the projected "Welcome to the Horsleys" sign.
31. The "Revive the Stockyard" project a formal approach has been made to the owner, The Arch Company, using a senior contact there that SWR have had dealing with, to open a dialogue with the Friends of Horsley Station and EHPC about a community use deal.

44. Project Groups Significant Update Report

32. Education: Cllr. Colin Carmichael and a representative of WHPC are continuing discussions with the South Farnham Education Trust, in relation to primary school places in the area with the concern of not enough schools to match the building of new homes.

45. Report on External Meetings

33. Cllr. Aileen Aitcheson recently completed an Ethical Standards Training video awareness.

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

34. The meeting is scheduled for Monday 11th September 2023 starting at 7.30pm in The Clubroom of East Horsley Village Hall KT24 6QT and we have received an apology in advance from Cllr. Colin Carmichael.

Kevin Jenkins, Assistant Parish Clerk

24th July 2023

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Appendix 1: PLANNING & ENVIRONMENT COMMITTEE Report **New planning applications considered by the Committee.** **Between 12th June 2023 to the 26th June 2023** and dealt with under delegated authority:

Application	Committee Response
6 Falconwood, East Horsley, Leatherhead, KT24 5EG Ref. No: 23/P/00739	No Objection
Airlie, Forest Road, East Horsley, Leatherhead, KT24 5ER Ref. No: 23/P/00595	Objection
Copperwood, Woodland Drive, East Horsley, Leatherhead, KT24 5AN Ref. No: 23/T/00125	No Objection
Copse Hollow, Oakwood Close, East Horsley, Leatherhead, KT24 6QG Ref. No: 23/T/00129	No Objection
West Horsley Place, Epsom Road, West Horsley, Leatherhead, KT24 6AN Ref. No: 23/P/00709	No Comment
Brandywine, 2 Bishopsmead Drive, East Horsley, Leatherhead, KT24 6RS Ref. No: 23/T/00139	No Objection
Intilis, Surrey Gardens, Effingham Junction, Leatherhead, KT24 5HH Ref. No: 23/P/00788	No Objection
Applemead Cottage, Forest Road, East Horsley, Leatherhead, KT24 5ER Ref. No: 23/P/00827	No Objection
Winchmore, Chalk Lane, East Horsley, Leatherhead, KT24 6TH Ref. No: 23/P/00879	No Objection
Forest Farm, Forest Road, East Horsley, Leatherhead, KT24 5ER Ref. No: 23/P/00821	No Comment
5 The Ridings, East Horsley, Leatherhead, KT24 5BN Ref. No: 23/P/00890	No Objection

**DECISIONS reported by Guildford Borough Council between
12th June 2023 to the 3rd July 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/00589	The Hollow, Park Horsley, East Horsley, Leatherhead, KT24 5RZ	Objection	Refused
23/P/00077	Poultry Farm, Lark Rise, East Horsley, Leatherhead, KT24 6TN	Objection	Approved
23/P/00659	Greenacres, Forest Road, East Horsley, Leatherhead, KT24 5BT	No Objection	Refused
23/P/00583	Rozelle, Green Dene, East Horsley, Leatherhead, KT24 5RE	Objection	Refused
23/P/00358	Rosemount, Hooke Road, East Horsley, Leatherhead, KT24 5DY	Objection	Approved
23/P/00279	Perham, Old Lane Gardens, Cobham, KT11 1NN	No Objection	Refused
23/P/00822	Forest Farm, Forest Road, East Horsley, Leatherhead, KT24 5ER	No Comment	Withdrawn
22/P/02110	The Ridings, Lynx Hill, East Horsley, Leatherhead, KT24 5AX	Objection	Refused
23/P/00605	Katrine, Forest Road, East Horsley, Leatherhead, KT24 5ER	Objection	Approved
22/P/02072	Shellwood, Forest Road, East Horsley, Leatherhead, KT24 5BA	Objection	Approved
22/P/01580	Roseacre, Chalk Lane, East Horsley, Leatherhead, KT24 6TH	Objection	Approved

Appeals Submitted or Decided between 12th June 2023 to the 26th June 2023

Reference	Location	Proposal	Appeal Date	Appeal Decided	Outcome
None					

Appendix 2: PAYMENTS APPROVED 1st May to 30th June 2023

Payment Type	Date	Payee	Reason	Amount £	Signatory 1	Signatory 2
Internet	12.05.23	Simply Print	APM	126.00	RT	SP
Internet	12.05.23	TCWS	Website	336.00	RT	SP
Internet	12.05.23	Simply Print	HBDO	54.00	RT	SP
Internet	12.05.23	TCWS	Website	63.60	RT	SP
Internet	12.05.23	J Hamshar	Toilet Cleaning	705.00	RT	SP
Internet	12.05.23	TCWS	Website	126.00	RT	SP
Internet	12.05.23	S Harvey	APM Expenses	275.18	RT	SP
Internet	12.05.23	GBC	Rates	561.00	RT	SP
Internet	12.05.23	H Haling	APM Expenses	28.67	RT	SP
Internet	22.05.23	Rialtis	Omega Support	520.00	SJS	SP
Internet	22.05.23	Mulberry & Co	Internal Audit	162.00	SJS	SP
Internet	22.05.23	N Clemens	Salary Arrears	153.32	SJS	SP
Internet	22.05.23	K Jenkins	Salary	831.06	SJS	SP
Internet	30.05.23	Village Hall	Room Hire	32.50	SJS	AJA
Internet	30.05.23	Westcotec	VAS	5362.80	SJS	AJA
Internet	30.05.23	M Hyatt	Village Warden	1013.00	SJS	AJA
Internet	07.06.23	Equals	Debit Card	500.00	RT	SP
Internet	07.06.23	M Hyatt	Village Warden	1260.32	RT	SP
Internet	07.06.23	S Groom	RTG	8.70	RT	SP
Internet	07.06.23	M K Beasley	APM	56.56	AJA	SP
Internet	07.06.23	M K Beasley	HBDO	66.99	AJA	SP
Internet	07.06.23	M K Beasley	HBDO	22.99	AJA	SP
Internet	07.06.23	Loos for Dos	HBDO	528.00	AJA	SP
Internet	07.06.23	TCWS	Newsletter	576.00	AJA	SP
Internet	07.06.23	TCWS	HBDO	668.40	AJA	SP
Internet	14.06.23	Village Hall	Room Hire	37.00	AJA	RT
Internet	14.06.23	GBC	Rates	561.00	AJA	RT
Internet	14.06.23	Business Rates Ltd	Advice	950.00	AJA	RT
Internet	15.06.23	S Skinner	CRiii Coronation	275.03	AJA	RT
Internet	15.06.23	J Hamshar	Toilet Cleaning	465.00	AJA	RT
Internet	15.06.23	Simply Print	HBDO	449.20	AJA	RT
Internet	15.06.23	Simply Print	HBDO/ Nwsletter	1793.20	AJA	RT
Internet	27.06.23	N Worsfold	Comms Co	2280.00	AJA	SP
Internet	27.06.23	Mailbird	Newsletter	1476.40	AJA	SP
Internet	27.06.23	Village Hall	Room Hire	27.00	AJA	SP
Internet	27.06.23	R Bunce	RTG	51.00	AJA	SP
Internet	27.06.23	Holly Baxter-Horne	HBDO	240.00	AJA	SP
Internet	27.06.23	Sthrn Fridge Trailer	HBDO	300.00	AJA	SP
Internet	30.06.23	Simply Print	HBDO	1793.20	AJA	SP
Internet	30.06.23	GBC	Rates	561.00	AJA	SP
Internet	30.06.23	N Clemens	Cllr. Exp	60.08	AJA	SP
Internet	30.06.23	P Ashworth	HBDO	1400.00	AJA	SP
Internet	30.06.23	Unity Trust	Qtly Fee	18.00		
Total				26775.20		

Standing Orders and Direct Debits Currently In Force

Frequency	Payee	Amount £	VAT reclaimable
Monthly	Surrey County Council - employer and employee pension contributions	£749.11	N/A
Monthly	Scottish & Southern Electricity (SSE) - streetlighting	Variable £180.00	Yes
Monthly	Mr & Mrs Little (Storage)	£90.00	N/A
Monthly	PlusNet broadband, phone line rental and calls	Variable £38.00	Yes
Monthly	Mobile Telephone O2	£13.40	Yes
Monthly	Salaries	£2165.33	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

1st June 2023

Minutes of a Meeting of the Parish Council Finance & Risk Management Committee held in the Parish Meeting Room, on 1st June 2023 at 10.30 pm.

ATTENDANCE:

Aileen Aitcheson, Steve Punshon, Colin Carmichael, Nicholas Clemens (Clerk)

1. To Receive and Accept Apologies for Absence

1. Robert Taylor, Stephen Skinner

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 details were not available at the meeting they were forwarded after the meeting.

4. To Agree the Internal Audit

4. There were no issues raised by the auditor. There is one query with councillors using their individual emails rather than the council specific email. The Clerk will review this.

5. To Review the Annual Governance Review

5. The Agar was accepted by the committee.

6. To Agree the Annual Accounting Statement

6. The committee agreed the statement was accurate.

7. To Agree Signatories to Council Bank Accounts

- The committee agreed that Stephen Skinner would be removed as a signatory and Colin Carmichael would replace him.

8. To Discuss Business Rates

- The committee agreed to engage an expert to lodge a business rates appeal to the VOA. Business Rates Advisers Ltd will charge £950 to make the appeal. If successful they levy 10% of the money saved in the current year.

9. To Agree to Changing Telephone and Broadband Provider

- The Clerk provided a comparison between the existing provider and Aerial Direct the prospective supplier. The Committee wanted more information about how the new provider could guarantee greater reliability and higher internet speeds.

10. Next F&R Meeting

7. The next meeting of the Finance & Risk Committee will be 14th September 10.30am.

Nick Clemens Clerk

